

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

Finance Committee Meeting

April 10, 2019
9:00 am

Be courteous – Please silence all cell phones

I. CALL TO ORDER

II. APPROVAL OF AGENDA
(Ask for any corrections, additions/omissions)

III. APPROVAL OF MINUTES

Minutes of Finance Committee January 9, 2019

IV. FINANCE REPORT

1. Fiscal Year 2019 Third Quarter
2. Draft Fiscal Year 2020 Budget
 - Agriculture burning fees
 - Asbestos and Demolition Notification fees
 - Land Clearing Burning fees
 - Notice of Construction fees
 - Notice of Intent fees
 - Registration fees
 - Annual Per Capita Assessment

V. ADJOURN

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

Finance Committee Meeting

January 9, 2019

Members present: Cynthia Pratt, City of Lacey (Chair)
Wes Cormier, Grays Harbor County
Jim Cooper, City of Olympia

Members absent: Terri Drexler, Mason County

Staff Present: Fran McNair, Executive Director; Lynn Harding, Administrative Services;
and Debbie Moody, Recorder

The meeting came to order at 9:01 am.

Pratt asked for approval of the Agenda. Cormier moved approval of the Minutes, the motion was seconded and carried unanimously.

Pratt asked for approval of the Agenda. Cormier moved approval of the Agenda, the motion was seconded and carried unanimously.

FINANCE REPORT

Fiscal Year 2019 second quarter report

McNair stated we are still down one staff member, so you will see some savings in our budget. Harding noted, for the income statement summary, we are doing well. We have collected 45% of our revenues and expended 44% of our budget. Harding did state we do not have any concerns with incoming revenue at this point. The federal shutdown has affected \$61,000 in funds that cover October, November and December. We are prepared to submit our request for funds as soon as they allow us to draw our funds down. We do not anticipate this being an issue over the long term.

We still have one vacancy in our building, Harding stated.

We will see a bit of an increase in the benefits line in the next quarter due to a slight increase in cost. That increase was included in the budget, Harding noted. The benefit line does also include the 2% reduction we received from the E-Well City program. McNair added the line will also include the premiums for the new family leave program. We are slightly above in training and conferences, Harding continued, and that is a result of hiring new staff. Cooper noted a small amount under vehicle purchase. Harding thanked him and explained it should have been under vehicle maintenance. Under building expenditures, we will be installing a small gas heater in the warehouse, Harding stated.

The woodstove buyback and bounty program continues. We have spent \$27,000 to date and have \$5,200 ready to pay out tomorrow. We are underspent; however, we expect people to start requesting change-outs over the next few months.

Harding moved on to the Fund Balance sheet. We started the year with \$1.5 million and we are currently sitting at \$1.6 million. Our reserves of \$639,000, with an unreserved amount of \$973,000.

Pratt asked if we have any indications of changes for next quarter. Harding noted, the additional revenues (assessments) and quarterly reimbursements for our grants. Also, Harding continued, depending on the feds, our grants from them as well. We don't foresee anything on the expenditure side that isn't already budgeted for.

Harding explained we are in the process of drafting the Title V Air Operating Permit for EFSEC. We have been putting in additional hours, partly due to WAC and RCW changes that need to be incorporated into the permit. After doing budget projections, we have determined we will be needing additional funding. Harding stated she will be sending in an amendment, requesting an additional \$41,000 to get us through June 30.

Pratt requested staff let the Board know when EFSEC will be holding their hearings.

Harding wanted to remind the committee the State Auditor's office has scheduled to come to the February Board meeting to conduct their exit conference.

There was nothing further of the committee.

The meeting adjourned at 9:27 am.

CERTIFICATION

I hereby certify this is a true and correct copy of the minutes of the meeting of the ORCAA Finance Committee held on January 9, 2019, in Olympia, Washington.

ATTEST:

 Francea L. McNair, Executive Director
 Olympic Region Clean Air Agency

 Cynthia Pratt, Chair
 ORCAA Finance Committee

DATED: _____

Olympic Region Clean Air Agency

Revenue & Expenditures

For the Nine Months Ending March 2019

	Fiscal Year 2019 Approved Annual Budget	7/1/18-03/31/2019 Year To Date Actual	Difference	Percentage
Revenue				
AOP (Title V)	\$ 390,871.00	\$ 359,655.64	\$ (31,215.36)	92%
NOC - Major/Minor	110,000.00	99,655.56	(10,344.44)	91%
NOI - Major/Minor	2,000.00	2,490.00	490.00	125%
Annual Registration	359,248.00	374,371.21	15,123.21	104%
Assessments	427,318.00	413,304.30	(14,013.70)	97%
ECY Oversight	15,000.00	10,936.97	(4,063.03)	73%
Asbestos	135,000.00	113,477.50	(21,522.50)	84%
Land Clearing	15,000.00	20,621.00	5,621.00	137%
Woodstove Educ Grant	11,017.00	6,407.75	(4,609.25)	58%
Woodstove Bounty Grant	125,000.00	41,078.86	(83,921.14)	33%
Ecology Monitoring (PM2.5)	13,500.00	10,393.00	(3,107.00)	77%
EPA - Cheeka Peak Grant	86,077.00	69,950.11	(16,126.89)	81%
Community Scale Air Toxics	287,413.00	93,638.86	(193,774.14)	33%
CORE-Federal	188,374.00	125,584.00	(62,790.00)	67%
CORE-State	134,737.50	89,824.00	(44,913.50)	67%
EFSEC	30,000.00	45,374.41	15,374.41	151%
Fines (Public Education)	55,000.00	42,772.21	(12,227.79)	78%
Investment Income	15,000.00	19,521.70	4,521.70	130%
Miscellaneous Revenue	2,000.00	501.65	(1,498.35)	25%
Building/Rental Income	57,108.00	37,412.00	(19,696.00)	66%
Residual Funds-Reserve-Admin.	163,581.07	0.00	(163,581.07)	0%
Residual Funds-Reserve-Title V	(48,605.00)	0.00	48,605.00	0%
Total Revenue	\$ 2,574,639.57	\$ 1,976,970.73	\$ (597,668.84)	77%
Expenses				
Salaries	\$ 1,429,730.57	\$ 1,011,651.78	\$ (418,078.79)	71%
FICA	109,375.00	76,566.26	(32,808.74)	70%
Retirement	181,576.00	126,316.37	(55,259.63)	70%
M,D,L,V,EAP	221,272.00	130,548.39	(90,723.61)	59%
Labor & Industries	6,105.00	3,366.58	(2,738.42)	55%
Employment Security	3,000.00	0.00	(3,000.00)	0%
Total Payroll Exps.	1,951,058.57	1,348,449.38	(602,609.19)	69%
Office Supplies/Sm Equip.	\$ 5,000.00	\$ 3,655.14	\$ (1,344.86)	73%
Gasoline Vehicles	5,600.00	2,964.41	(2,635.59)	53%
Computer Hard/Soft.	14,295.00	6,655.69	(7,639.31)	47%
Bd. Prof. Ser. & Travel Reimb.	3,600.00	680.70	(2,919.30)	19%
Training & Conferences	11,282.00	10,753.71	(528.29)	95%
Professional Srs.	53,800.00	29,533.43	(24,266.57)	55%
Telephone	14,000.00	8,503.49	(5,496.51)	61%
Postage	4,600.00	3,342.19	(1,257.81)	73%
Insurance (Bldg, Veh, Staff)	27,200.00	28,374.00	1,174.00	104%
Wellness Program	400.00	346.01	(53.99)	87%
Public Education	8,500.00	8,075.59	(424.41)	95%
Miscellaneous	900.00	1,647.28	747.28	183%
Dues & Subscriptions	3,700.00	603.79	(3,096.21)	16%
Audit/Acctg	18,000.00	19,321.56	1,321.56	107%
Printing	300.00	0.00	(300.00)	0%
Rent-Satellite Office	2,400.00	2,000.00	(400.00)	83%
Maintenance - Copier	1,800.00	1,075.52	(724.48)	60%
Vehicle Purchase	25,000.00	0.00	(25,000.00)	0%
Maintenance - Vehicles	3,500.00	595.30	(2,904.70)	17%
Total Non-P/R Exps.	203,877.00	128,127.81	(75,749.19)	63%
Principal/Interest - Office Bldg	\$ 45,000.00	\$ 41,932.62	\$ (3,067.38)	93%
Alarm Monitoring/Security	2,000.00	890.98	(1,109.02)	45%
Utilities	14,000.00	10,405.12	(3,594.88)	74%
Janitorial & Supplies	600.00	447.16	(152.84)	75%
Maintenance - Office Bldg.	6,000.00	4,221.23	(1,778.77)	70%
Leasehold Improvements	12,000.00	5,222.85	(6,777.15)	44%
Total Bldg. Exps.	79,600.00	63,119.96	(16,480.04)	79%
WoodSmoke Reduction/Bounty	\$ 100,000.00	\$ 46,400.00	\$ (53,600.00)	46%
ECY Oversight Fees	15,000.00	10,937.00	(4,063.00)	73%
Monitor. Equip./CPO	31,000.00	28,517.64	(2,482.36)	92%
Community Scale Air Toxics	189,379.00	68,679.34	(120,699.66)	36%
Monitoring-General Exps.	4,725.00	2,267.19	(2,457.81)	48%
Total Non Operat. Exps.	340,104.00	156,801.17	(180,845.02)	46%
Grand Total Exps.	\$ 2,574,639.57	\$ 1,696,498.32	\$ (875,683.44)	66%
Net Income (Deficit)		\$ 280,472.41		

9-mos = 75%

YTD FY2019 Revenue	
52% Fees	\$ 1,023,980.09
24% Grants*	482,250.99
21% Assessments	413,304.30
3% Other	57,435.35
0% Reserves	0.00
100%	\$ 1,976,970.73
* Grants-Fed	299,565.97
* Grants-State	182,685.02

OLYMPIC REGION CLEAN AIR AGENCY
FUND BALANCE -Actual-Fiscal Year 2019
For The Period Ending March 31, 2019

	General Fund	
BEGINNING Fund Balance 07/01/2018	\$ 1,570,163	
Plus : Revenue Fiscal Year	\$ 1,976,971	
Less : Expenditures Fiscal Year	\$ (1,696,498)	
ENDING Fund Balance 03/31/19	\$ 1,850,636	
General Fund Balance applied to FY Budget	\$ -	
Title V Funds applied to FY Budget	\$ -	
Fund Balance ALLOCATIONS-		
Operating Reserve Funds		
Less : Expense Reserve (20% FY Budget less Title V)	\$ (337,841)	} Reserve Funds \$639,288
Less : Title V	\$ (19,676)	
Less : Tenants Security Deposits	\$ (4,425)	
Capital Reserve Funds		
Less for Office Building	\$ (30,000)	
Less for Monitoring Equipment	\$ (20,000)	
Less for Database	\$ (75,000)	
Less for Vacation/Sick Leave	\$ (152,346)	
Ending UNRESERVED Fund Balance	\$ 1,211,348	

3/31/2019

"Operating Reserve Funds" defined..... An amount established by board direction and placed in reserve
 Revised Res #269 dated May 2016 with 20% reserve less Title V. (Formerly: Resolution #178 dated August 1999 refers to board direction to maintain a 25% reserve level annually.)

"Capital Reserve Funds" defined..... An amount established by board direction to save for long-term capital expenditures (bldg, equipment, database). Res. #251 dated 06/13/12; Res. #260 dated 11/12/14

"Fund Balance" defined..... *Funds that are held in our bank account with Thurston County Treasurer's Office. ORCAA has one fund with Thurston County and is referred to as the "General Fund".

***The total Fund Balance includes all funds on deposit.**

**OLYMPIC REGION CLEAN AIR AGENCY
REVENUE & SURPLUS**
For The Fiscal Year Ending June 30,

DRAFT 4/4/19

	Column 1 Actual 2018	Column 2 Approved 2019	Column 3 YTD 3/31/2019	Column 4 Proposed 2020	Column 5 Projected 2021
GRANTS					
Core-Federal	\$ 188,374.00	\$ 188,374.00	\$ 125,584.00	\$ 188,374.00	\$ 188,374.00
Core-State	134,737.50	134,737.50	89,824.00	134,737.50	134,737.50
PM Agreements:					
Ecology Monitoring	13,110.66	13,500.00	10,393.00	13,500.00	13,500.00
CPO Project w/EPA-Maintenance & Operations	75,545.07	86,077.00	69,950.11	86,077.00	86,077.00
Community Scale Air Toxics	-	287,413.00	93,638.86	90,400.00	31,000.00
Woodstove Reduction & Bounty Program	15,195.02	125,000.00	41,078.86	125,000.00	125,000.00
Woodstove Education Grant	11,017.00	11,017.00	6,407.75	11,017.00	11,017.00
FEES					
Assessments	\$ 410,802.35	\$ 427,318.00	\$ 413,304.30	\$ 445,380.00	\$ 452,060.70
AOP (Title V)	377,008.68	390,871.00	359,655.64	350,480.00	357,490.00
EFSEC	19,631.14	30,000.00	45,374.41	35,532.00	26,565.00
Ecology Oversight	10,559.45	15,000.00	10,936.97	15,000.00	15,000.00
Annual Registration	378,281.07	359,248.00	374,371.21	380,000.00	385,700.00
NOC - NSR	130,923.17	110,000.00	99,655.56	110,000.00	111,650.00
NOI - Major/Minor	2,503.00	2,000.00	2,490.00	2,000.00	2,000.00
Outdoor Burning	-	-	-	-	-
Asbestos	141,229.01	135,000.00	113,477.50	135,000.00	137,700.00
Land Clearing	30,864.00	15,000.00	20,621.00	15,000.00	15,225.00
OTHER					
Fines	\$ 100,754.22	\$ 55,000.00	\$ 42,772.21	\$ 55,000.00	\$ 55,000.00
Investment Interest	20,003.08	15,000.00	19,521.70	20,000.00	20,000.00
Miscellaneous Income	1,420.65	2,000.00	501.65	2,000.00	2,000.00
Building Income	57,031.00	57,108.00	37,412.00	44,511.00	45,401.22
RESERVE FUNDS					
Reserve Funds -General Fund - Administration	\$ -	\$ 163,581.07	\$ -	\$ 212,681.68	\$ 304,557.63
Reserve Funds -Title V	-	(48,605.00)	-	(1,369.00)	(1,397.00)
Reserve Funds -Database	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUE & SURPLUS	\$ 2,118,990.07	\$ 2,574,639.57	\$ 1,976,970.73	\$ 2,470,321.18	\$ 2,518,658.05

**OLYMPIC REGION CLEAN AIR AGENCY
EXPENDITURES**
For The Fiscal Year Ending June 30,

	Column 1 Actual 2018	Column 2 Approved 2019	Column 3 YTD 3/31/2019	Column 4 Proposed 2020	Column 5 Projected 2021
PAYROLL					
Salaries	\$ 1,329,576.34	\$ 1,429,730.64	\$ 1,011,651.78	\$ 1,474,673.00	\$ 1,504,166.46
Employee Benefits	457,747.72	521,327.93	336,797.60	553,910.18	576,066.59
TOTAL P/R EXPENSES	\$ 1,787,324.06	\$ 1,951,058.57	\$ 1,348,449.38	\$ 2,028,583.18	\$ 2,080,233.05
NON-PAYROLL					
Office Supplies & Sm Supply Purchases & Safety	\$ 3,915.35	\$ 5,000.00	\$ 3,655.14	\$ 6,300.00	\$ 5,000.00
Gasoline Vehicles	4,458.55	5,600.00	2,964.41	5,600.00	5,600.00
Computer Hard/Soft./Supplies	8,421.42	14,295.00	6,655.69	13,098.00	10,000.00
Bd. Prof. Ser. & Travel Reimb.	1,496.59	3,600.00	680.70	3,600.00	3,600.00
Staff Training/ Conferences/ Travel	10,370.89	11,282.00	10,753.71	11,155.00	11,000.00
Professional Srs.	62,912.96	53,800.00	29,533.43	43,800.00	45,800.00
Telephone	12,386.25	14,000.00	8,503.49	14,000.00	14,000.00
Database	-	-	-	-	-
Postage	4,710.03	4,600.00	3,342.19	4,600.00	4,600.00
Insurance (Bldg, Veh, Staff)	24,657.00	27,200.00	28,374.00	29,000.00	30,000.00
Wellness Program	352.01	400.00	346.01	400.00	400.00
Public Education	5,934.56	8,500.00	8,075.59	10,360.00	10,000.00
Miscellaneous	2,717.94	900.00	1,647.28	900.00	900.00
Dues & Subscriptions	3,390.01	3,700.00	603.79	3,500.00	3,500.00
Audit/Acctg	6,505.87	18,000.00	19,321.56	7,500.00	22,000.00
Printing	222.43	300.00	-	300.00	300.00
Rent-Satellite Office	2,400.00	2,400.00	2,000.00	2,400.00	2,400.00
Maintenance - Copier	1,536.60	1,800.00	1,075.52	1,800.00	1,800.00
Vehicle Purchase	-	25,000.00	-	-	25,000.00
Maintenance - Vehicles	2,691.27	3,500.00	595.30	3,500.00	3,500.00
Sub-Total Administrative Expenses	\$ 159,079.73	\$ 203,877.00	\$ 128,127.81	\$ 161,813.00	\$ 199,400.00
OFFICE BLDG. OPERATING					
Interest Expense & Principal - Office Bldg.	\$ 44,285.83	\$ 45,000.00	\$ 41,932.62	\$ 45,500.00	\$ 45,500.00
Utilities/Alarm Monitoring	15,905.67	16,000.00	11,296.10	16,000.00	17,000.00
Janitorial Supplies	2,423.83	600.00	447.16	600.00	600.00
Maintenance Office Bldg.	6,338.25	6,000.00	4,221.23	6,000.00	6,000.00
Leasehold Improvements	-	12,000.00	5,222.85	14,000.00	7,500.00
Sub-Total Office Building Operating	\$ 68,953.58	\$ 79,600.00	\$ 63,119.96	\$ 82,100.00	\$ 76,600.00
NON-ADMINISTRATIVE-OPERATING					
Woodstove Reduction Program/Bounty	\$ -	\$ 100,000.00	\$ 46,400.00	\$ 100,000.00	\$ 100,000.00
DOE Oversight Fees	10,559.43	15,000.00	10,937.00	15,000.00	15,000.00
Monitoring Program - CPO	19,524.24	31,000.00	28,517.64	33,400.00	33,400.00
Community Scale Air Toxics	1,309.47	189,379.00	68,679.34	44,400.00	9,000.00
Monitoring Program-SS-General	5,271.15	4,725.00	2,267.19	5,025.00	5,025.00
Security Deposit Refunds	0.00	0.00	0.00	0.00	0.00
Sub-Total Non-Administrative - Operating	\$ 36,664.29	\$ 340,104.00	\$ 156,801.17	\$ 197,825.00	\$ 162,425.00
GRAND TOTAL EXPENDITURES	\$ 2,052,021.66	\$ 2,574,639.57	\$ 1,696,498.32	\$ 2,470,321.18	\$ 2,518,658.05

OLYMPIC REGION CLEAN AIR AGENCY
FUND BALANCE
For The Period ...

DRAFT

	<u>FY 2019 General Fund</u>	<u>Additions/Adjustments</u>	<u>Proposed FY 2020 General Fund</u>	<u>Projections FY 2021 General Fund</u>
	July 1, 2018		July 1, 2019	July 1, 2020
BEGINNING Fund Balance.....	\$ 1,570,163		\$ 1,589,228	\$ 1,377,915
	FY ESTIMATES			
Plus : Revenue Fiscal Year	\$ 2,320,131		\$ 2,259,009	\$ 2,215,497
Less : Expenditures Fiscal Year	\$ (2,301,065)		\$ (2,470,321)	\$ (2,518,658)
Projected ENDING Fund Balance 06/30/20xx *	\$ 1,589,228	n/a	\$ 1,377,915	\$ 1,074,755
	Year End 6/30/2019	--	6/30/2020	6/30/2021
General Fund Balance applied to FY Budget (Reserves)	\$ -		\$ 212,682	\$ 304,558
Fund Balance ALLOCATIONS				
Operating Reserve Funds				
Less: Expense Reserve (20% FY Budget less Title V Exps)	\$ 388,213		\$ 423,968	\$ 432,234
Less: Title V (@20% Title V Exps)	\$ 19,848	\$ 30,000	\$ 49,848	\$ 71,200
Less: ORCAA Tenants Security Deposits	\$ 4,425		\$ 4,425	\$ 4,425
Capital Reserve Funds				
Less for Office Building	\$ 30,000	\$ -	\$ 30,000	\$ 30,000
Less for Monitoring Equipment	\$ 20,000	\$ -	\$ 20,000	\$ 20,000
Less for Database/Equipment/Archive	\$ 75,000	\$ 35,000	\$ 110,000	\$ 145,000
Less for Vacation/Sick Leave	\$ 152,346	\$ TBD	\$ 156,000	\$ 160,000
Ending UNRESERVED Fund Balance Year End	\$ 899,396		\$ 583,674	\$ 211,896
	Year End 6/30/2019	--	6/30/2020	6/30/2021

"**Operating Reserve Funds**" defined..... An amount established by board direction and placed in reserve
Revised Res #269 dated May 2016 with 20% reserve less Title V. (Formerly: Resolution #178 dated August 1999 refers to board direction to maintain a 25% reserve level annually.)

"**Capital Reserve Funds**" defined..... An amount established by board direction to save for long-term capital expenditures (bldg, equipment, database). Res. #251 dated 06/13/12; Res. #260 dated 11/12/14

"**Fund Balance**" defined..... *Funds that are held in our bank account with Thurston County Treasurer's Office. ORCAA has one fund with Thurston County and is referred to as the "General Fund".

***The total Fund Balance includes all funds on deposit at the bank.** **To Be Determined Closer to Year End**

Agricultural Burning Fee Schedule

Effective July 1, ~~2018~~2019

Agricultural Burn Permit Fee – ORCAA Rule 3.4*

Fee	Minimum Fee	Variable Fee
Field Burning	\$37.50 for the first 10 acres	\$3.75 for each additional acre
Spot Burning	\$37.50 for 10 acres or less	None
Pile Burning	\$80 for the first 80 tons	\$1.00 for each additional ton

*These fees are exempt from Resolution 268.

Asbestos and Demolition Fee Schedule

Effective July 1, ~~2018~~2019

Asbestos and Demolition Fees – ORCAA Rule 3.5(b)

ASBESTOS PROJECT	Notification Fee
Single Family Residential	\$ 3738
10 - 259 linear feet or 48 - 159 square feet	\$ 160165
260 - 999 linear feet or 160 - 4,999 square feet	\$ 347357
1,000 - 9,999 linear feet or 5,000 - 49,999 square feet	\$ 694715
10,000+ linear feet or 50,000+ square feet	\$ 13891429
Annual Notification (limited to 260 linear feet or 160 square feet maximum)	\$ 534550
Emergency	\$ 5355 plus notification fee

DEMOLITION PROJECT	Notification Fee
Single Family Residents (AHERA Survey Required)	\$ 3738
Commercial Structure (Survey Required)	\$ 6466
Emergency Project	\$ 5355 plus notification fee

Land Clearing Burning Fee Schedule

Effective July 1, ~~2018~~2019

Land Clearing Burning Permit Fee – ORCAA Rule 3.4

The Land Clearing Burn Permit fee shall be one hundred ~~seven-ten~~ dollars (~~\$107~~110) for one acre or less. For greater than one acre, the fee will be ~~\$107~~110 per acre cleared, rounded to the nearest full acre.

Notice of Construction (NOC) Fee Schedule

Effective July 1, ~~2018~~2019

NOC Fees - ORCAA Rule 3.3(a)

Complexity Fee
+ Equipment Fee(s) <u>Filing Fee</u>
+ Additional NOC Processing Fees
+ <u>Other Costs</u>
NOC Fee

Filing Fee - ORCAA Rule 3.3(b)

Complexity Fee
+ <u>Equipment Fee(s)</u> (for each piece of equipment, unless they are identical per 3.3(b)(2))
Filing Fee

Complexity Fee

Small Unit Complexity <u>Level 1</u> ¹	\$ 10801111
Low Complexity <u>Level 2</u> ¹	\$ 21612224
Medium Complexity <u>Level 3</u> ¹	\$ 36153719
High Complexity <u>Level 4</u> ¹	\$ 87469000

Equipment Fee

Equipment/Activity	Fee	Base-Fee Hours
Abrasive Blasting	\$ 415427	5
Asphalt Plant	\$ 30733162	37
<i>Boiler (Million Btu/hr heat input at design capacity)</i>		
Less than 10	\$ 831855	10
10 or more but less than 30	\$ 9971026	12
30 or more but less than 100	\$ 21592222	26
More than 100	\$ 58145983	70
Temporary Boiler (Onsite < 1 year)	One half the filing fee	One half the base-fee hours
Small Boiler In-Kind Replacement – Replacement of small boiler with a unit of same or smaller size, combusting the same or cleaner fuel. May be used for boilers less than 30 MMBtu/hr. All other In-Kind Replacements use regular boiler fees listed.	One half the filing fee	One half the base-fee hours
Coffee Roaster	\$ 581598	7
<i>Composting Operation (Average material throughput – tons per day)</i>		
Less than 50	\$ 10801111	13
50 or more but less than 200	\$ 19101965	23
More than 200	\$ 28242906	34

Concrete Batch Plant	\$ 1661709	20
Crematory	\$ 914941	11
Dry Cleaner (per machine)	\$ 581598	7
Dry Kilns	\$ 10801111	13
Emergency Engine (per engine) ≤ 2000bhp	\$ 581598	7
Emergency Engine (per engine) ≥ 2000bhp	\$ 747769	9
Non-Emergency Engine (per engine)	\$ 10801111	13
Engine In-Kind Replacement – Replacement of engine with a unit of same or smaller size, combusting the same or cleaner fuel	One half the filing fee	One half the base-fee hours
Gasoline Dispensing Station	\$ 831855	10
Gasoline Dispensing State – Stage 2 Removal Only	\$ 498512	6
Log yard	\$ 581598	7
Printing	\$ 581598	7
Process Equipment ≤20,000 cubic feet per minute at design capacity	\$ 831855	10
Rock Crushing Plant	\$ 415427	5
Soil Remediation	\$ 10801111	13
Spray Painting – Autobody (per operation/booth)	\$ 664683	9
Spray Surface Painting Coating – Aviation, Wood, Truck Bed Lining, Boat, Other (per operation/booth)	\$ 831855	10
Storage Tanks ≤10,000 gallon total capacity (other than at retail gasoline dispensing stations)	\$ 747769	9
Wastewater Treatment Plant	\$ 17441795	21
Welding	\$ 831855	10

Other Not Classified Above

Equipment/Activity	Fee	Base-Fee Hours
Other Equipment - Small ^{1,2}	\$ 415427	5
Other Equipment - Medium ^{1,2}	\$ 11631197	14
Other Equipment - High ¹ Large ²	\$ 28242906	34
Equipment Modification <ul style="list-style-type: none"> - Modification per ORCAA Rule 1.4 - Deviation from approved plans per ORCAA Rule 6.1.2(I) - Significant changes in conditions (does not fall under ORCAA Rule 6.1.11) 	One half the applicable filing fee	One half the base-fee hours

Control Device Replacement/Change in Conditions (No Complexity Fee)

Equipment/Activity	Fee	Base-Fee Hours
Control Device Replacement per ORCAA Rule 6.1.10	\$ 664683	8
Change in Conditions per ORCAA Rule 6.1.11	\$ 581598	7

Additional NOC Processing Fees - ORCAA Rule 3.3(c)

Additional NOC Processing fees, including work that exceeds the base-fee hours, will be billed at the following hourly rate as specified in ORCAA Rule 3.3(d).

Hourly Rate	\$ 83.0585.46
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Other Costs - ORCAA Rule 3.3(d)

Publishing and consulting costs incurred will be billed to the applicant as specified in ORCAA Rule 3.3(d).

Variance - ORCAA Rule 2.3

Fees	Fee	Base-Fee Hours
Filing Fee	\$ 1163 <u>1197</u>	14
Additional processing costs above base-fee hours	\$ 83.05 <u>85.46</u> /hr	
Actual legal notice fees	Actual cost	
Actual ORCAA legal fees	Actual cost	

¹Complexity – ~~Small Unit, Low, Medium, High~~ Level 1, Level 2, Level 3 and Level 4

The following includes equipment that would be considered in each permit complexity class if installed by themselves. If the application includes more than one piece of equipment/process or if your equipment/process is not listed, please contact ORCAA Engineering Department for a complexity determination for your project. Level 1 is limited to the specific equipment listed.

~~Small Unit Complexity~~ Level 1-limited to this list

Coffee Roaster
Emergency Engine ≤ 2000 bhp
Gasoline Dispensing Facilities
Rock Crushing Plant – General Order
Spray Painting – Autobody

~~Medium Complexity~~ Level 3

Boiler 30-100 MMBtu/hr
Compost 50-200 tons/day

~~High Complexity~~ Level 4

Asphalt Plant
Boiler > 100 MMBtu/hr

~~Low Complexity~~ Level 2

Abrasive Blasting
Boiler < 30 MMBtu/hr
Compost < 50 ton/day
Cremator
Dry Cleaner
Emergency Engine ≥ 2000 bhp
Non-Emergency Engine
Process Equipment
Rock Crushing Plant
Soil Remediation
Spray Painting (excluding autobody)
Storage Tanks $< 10,000$ -gallon capacity
(excluding gasoline dispensing facilities)
Welding

²Equipment fees for other equipment not classified above is determined based on the size and the type of the unit. Please contact ORCAA Engineering Department for assistance.

Notice of Intent (NOI) Fee Schedule

Effective July 1, ~~2018~~2019

NOI Fees - ORCAA Rule 3.6(a)

Category	Fee
Asphalt Plant	\$ 32863381
Boiler	\$ 961989
Concrete Batch Plants	\$ 629647
Nonroad Engines	\$ 878903
Rock Crushers	\$ 1127 1160
Other Equipment Not Classified Above	\$ 898924

NOI Fees - ORCAA Rule 3.6(a) – Exemption under ORCAA Rule 6.1(b)(2)

Stationary source qualifying for exemption from New Source Review under ORCAA Rule 6.1(b)(2)	\$ 498512
Additional processing costs exceeding 6 hours for sources submitting an NOI for exemption under ORCAA Rule 6.1(b)(2) who request assistance with documenting the stationary source's potential to emit	\$ 83.0585.46 /hr

Olympic Region Clean Air Agency Fee Schedules
Effective July 1, ~~2018~~2019

Registration Fee Schedule

Registration Fee - ORCAA Rule 3.1 (b)

Registration Class (RC)	Registration Class Fee Amount	Emission Fee
RC1	\$ 4736 <u>1787</u>	\$ 53 <u>55</u> per ton
RC2	\$ 4549 <u>1594</u>	\$ 53 <u>55</u> per ton
RC3	\$ 4389 <u>1429</u>	\$ 53 <u>55</u> per ton
RC4	\$ 641 <u>660</u>	N/A
RC5	\$ 256 <u>264</u>	N/A

Re-inspection fee ORCAA Rule 3.1(i)

Re-inspection fee	\$ 107 <u>110</u> per inspection
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**Assessments for Fiscal Year 2020
based on 2018 population**

	population	\$ 0.815 per capita	amount paid	date paid
CLALLAM COUNTY				
unincorporated	44,685	\$36,416.85		
Forks	3,615	\$2,946.11		
Port Angeles	19,370	\$15,785.93		
Sequim	7,460	\$6,079.66		
GRAYS HARBOR COUNTY				
unincorporated	28,320	\$22,289.89		
Aberdeen	16,760	\$13,658.86		
Cosmopolis	1,665	\$1,356.92		
Elma	3,360	\$2,738.29		
Hoquiam	8,560	\$6,976.13		
McCleary	1,760	\$1,434.34		
Montesano	4,155	\$3,386.19		
Oakville	690	\$562.33		
Ocean Shores	6,220	\$5,069.10		
Westport	2,120	\$1,727.73		
JEFFERSON COUNTY				
unincorporated	22,045	\$17,965.97		
Port Townsend	9,545	\$7,778.87		
MASON COUNTY				
unincorporated	53,880	\$43,910.48		
Shelton	10,140	\$8,263.78		
PACIFIC COUNTY				
unincorporated	14,500	\$11,817.04		
Ilwaco	965	\$786.44		
Long Beach	1,445	\$1,177.63		
Raymond	2,885	\$2,351.18		
SouthBend	1,625	\$1,324.32		
THURSTON COUNTY				
unincorporated	141,800	\$115,562.46		
Bucoda	575	\$468.61		
Lacey	50,170	\$40,886.94		
Olympia	52,490	\$42,777.67		
Rainier	2,020	\$1,646.24		
Tenino	1,785	\$1,454.72		
Tumwater	23,830	\$19,420.69		
Yelm	9,030	\$7,359.16		
TOTALS	547,470	\$445,380.53	\$0.00	

OLYMPIC REGION CLEAN AIR AGENCY

RESOLUTION NO: 2018-274

Western Consumer Price Index Adjustment for ORCAA's Fee Schedules

And

Workload Analysis Process

WHEREAS, the Olympic Region Clean Air Agency (ORCAA) Board of Directors previously approved Resolution #268 authorizing ORCAA to adjust fee schedules using the Consumer Price Index (CPI) for the Seattle, Tacoma, Bremerton Washington area, and

WHEREAS, the fee schedules include the following programs: registration, asbestos and demolition notifications, open burning permits, notice of construction, notice of intent, and variances, and

WHEREAS, ORCAA conducts periodic workload analysis on programs to determine sufficient coverage of program costs, and

WHEREAS, the workload analysis may determine that CPI is insufficient to fully recover workload costs, and

WHEREAS, in January 2018, the Bureau of Labor Statistics (BLS) redefined CPI indices affecting Washington local government entities that use the CPI, and

WHEREAS, the BLS created the Western Consumer Price Index that includes the West region and Pacific division, and that the Pacific division includes Washington, and

WHEREAS, the Board of Directors have chosen to follow the Western Consumer Price Index which is closest in proximity to ORCAA's region, and

WHEREAS, the Board of Directors will annually adjust the fee schedules using the Western Consumer Price Index (CPI-U) for the prior calendar year, unless, after conducting periodic workload analysis of the programs the Western Consumer Price Index does not sufficiently cover program costs, and ORCAA shall publish a notice of the adjusted fee schedules as part of the annual budget to allow for public comment.


NOW, THEREFORE, BE IT RESOLVED,

1. The fees set forth in the ORCAA fee schedules are revised as set forth in Attachment 1.
2. The fees set forth in Attachment 1 shall be adjusted annually to reflect the rate of inflation as determined by the prior year's Western Consumer Price Index (CPI-U) as published in the Bureau of Labor Statistics.
3. Annual fee adjustments shall not exceed 3 percent of the previous year's fee.
4. ORCAA shall adopt the adjusted fee schedules as part of the annual budget process.
5. If periodic workload analyses are conducted and fees are higher than the allowed

rate of inflation in the Western Consumer Price Index (CPI-U), the Board may adopt, under separate resolution, the new fee schedules that resulted from the workload analysis.

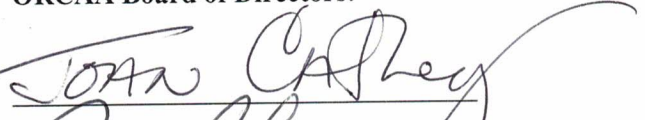
6. Unless otherwise ordered by the Board, the fee schedules adjusted for inflation as determined by the prior year's Western Consumer Price Index (CPI-U) as published in the Bureau of Labor Statistics shall become effective on July 1st.

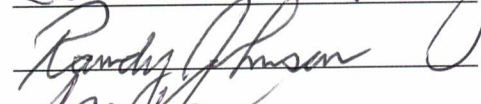
Presented by:




Francea L. McNair
Executive Director

ORCAA Board of Directors:







Approved and signed on
this 13 day of June, 2018

OLYMPIC REGION CLEAN AIR AGENCY

RESOLUTION NO: 268

Consumer Price Index Adjustment for ORCAA's Fee Schedules

WHEREAS, the Olympic Region Clean Air Agency (ORCAA) Board of Directors have previously determined that fee schedules should be established in a Resolution, and

WHEREAS, ORCAA has adopted fee schedules in Resolution 263 and 264, and

WHEREAS, the fee schedules include the following programs: registration, notice of construction, outdoor burning permits, asbestos and demolition permits, notice of intent, and variances, and

WHEREAS, the Board of Directors has determined fee schedules should be annually adjusted to keep up with inflation as determined by the Consumer Price Index for the Seattle, Tacoma and Bremerton Washington area, which is closest in proximity to ORCAA's region;

NOW, THEREFORE, BE IT RESOLVED

1. The fees set forth in the ORCAA fee schedule adopted by Resolution 263 and Resolution 264 are revised as set forth in Attachment 1.
2. The fees set forth in Attachment 1 shall be adjusted annually to reflect the rate of inflation as determined by the consumer price index for the Seattle, Tacoma, Bremerton Washington area as compiled by the bureau of labor and statistics of the United States department of labor, which adjustment shall not exceed 3 percent of the previous year's fee. The fees shall be rounded to the nearest dollar.
3. ORCAA shall publish notice of the adjusted fee schedules as part of the annual budget of each calendar year to allow for public comment as part of the annual budget process. Based on such comments, the Board may order that such adjustments not be implemented. Unless otherwise ordered by the Board, the fee schedule adjusted for inflation shall become effective on July 1 of the calendar year utilizing the CPI from the prior calendar year.

OLYMPIC REGION CLEAN AIR AGENCY

RESOLUTION NO: 2018-275

Western Consumer Price Index Adjustment for Per Capita Supplemental Income Assessment

WHEREAS, the Olympic Region Clean Air Agency (ORCAA) Board of Directors previously approved Resolution #267 authorizing ORCAA to adjust Per Capita Assessments using the Consumer Price Index (CPI) for the Seattle, Tacoma, Bremerton Washington area, and

WHEREAS, in January 2018, the Bureau of Labor Statistics (BLS) redefined CPI indices affecting Washington local government entities that use the CPI, and

WHEREAS, the BLS created the Western Consumer Price Index that includes the West region and Pacific division, and that the Pacific division includes Washington, and

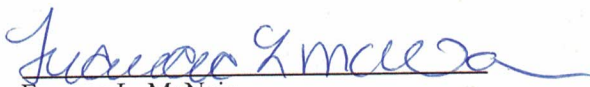
WHEREAS, the Board of Directors have chosen to follow the Western Consumer Price Index which is closest in proximity to ORCAA's region, and

WHEREAS, the Board of Directors will annually adjust the per capita assessment using the Western Consumer Price Index (CPI-U) for the prior calendar year.


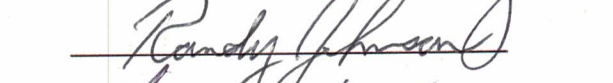
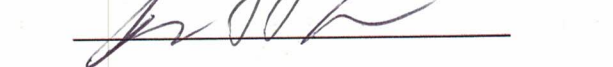
NOW, THEREFORE, BE IT RESOLVED,

The Board of Directors hereby amends Resolution #267 to annually adjust the rate for per capita assessment as part of the annual budget adoption by using the annual rate of inflation as determined by the prior year's Western Consumer Price Index (CPI-U) as published in the Bureau of Labor Statistics.

Presented by:


Francea L. McNair
Executive Director

ORCAA Board of Directors:

Approved and signed on
this 13 day of June, 2018.

OLYMPIC REGION CLEAN AIR AGENCY

RESOLUTION NO: 267

Consumer Price Index Adjustment for Per Capita Supplemental Income Assessment

WHEREAS, the Olympic Region Clean Air Agency (ORCAA) Board of Directors have the authority pursuant to RCW 70.94.092 and RCW 70.94.093 to assess component cities, towns and counties to collect supplemental income to ensure sufficient revenue to provide for staff to carry out the provisions of all applicable ordinances, resolutions, and local regulations related to the reduction, prevention, and control of air pollution, and

WHEREAS, ORCAA has assessed such component cities and towns on a per capita basis pursuant to RCW 70.94.093(1)(b) and component counties on a per capita basis pursuant to RCW 70.94.093(2)(b); and

WHEREAS, such assessments are no longer sufficient to keep up with inflation and increased costs; and

WHEREAS, ORCAA has been notified that federal and state funds to support its non-fee based activities will be reduced in the future and it is necessary to increase revenues collected from per capita assessments to cover the reduction in state and federal funding and to ensure that such assessments keep up with inflation; and

WHEREAS, the Board of Directors has determined that per capita assessments for component cities, towns and counties should be adjusted to keep up with inflation as determined by the Consumer Price Index for the Seattle, Tacoma, Bremerton Washington area, which is closest in proximity to ORCAA's region; and

WHEREAS, component cities, towns and counties should be notified of the need for future increases in per capita assessments and the need for such assessments to keep up with inflation;

NOW, THEREFORE, BE IT RESOLVED,

The Board has determined that it shall be the policy of ORCAA to annually adjust the rate for per capita assessment, rounded to the nearest dollar, of component cities, towns and counties as part of the annual budget by at least the annual rate of inflation as determined by the prior year's Consumer Price Index for the Seattle, Tacoma, Bremerton Washington area. The Board shall certify to each component city, town and county, prior to the fourth Monday in June of each year, the share of the supplemental income to be paid by such component city, town or county for the next calendar year, as provided by RCW 70.94.093.