

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

Finance Committee Meeting

April 1, 2020  
9:00 am

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***Be courteous – Please silence all cell phones***

**1. CALL TO ORDER**

**2. APPROVAL OF AGENDA**

(Ask for any corrections, additions/omissions)

**3. APPROVAL OF MINUTES**

Minutes of January 8, 2020

**4. FINANCE REPORT**

1. Informal Fiscal Year 2020 – Third Quarter Report
2. Fiscal Year 2021 Draft Budget
  - a. Optional Drafts
  - b. Revenue/Reserve from 2016-2020 year-to-date
  - c. Personnel Costs (FTE)
  - d. Building Maintenance Plan
  - e. Building Amortization Schedule

**5. ADJOURN**

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

**Finance Committee Meeting**

January 8, 2020

Members present      Cynthia Pratt, City of Lacey (Chair)  
                                 Jim Cooper, City of Olympia  
                                 Wes Cormier, Grays Harbor County  
                                 Randy Neatherlin, Mason County (9:10am)

Members absent

Staff Present            Fran McNair, Executive Director, Lynn Harding, Administrative Services  
                                 Manager, and Debbie Moody, Office Manager and Recorder

The meeting was called to order at 9:02 am.

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

Cooper moved approval of the Minutes, the motion was seconded and carried unanimously.

**FINANCE REPORT**

Fiscal Year 2020 – Second Quarter Report

Harding went over the quarterly report, ending December 31, 2019. It was noted, overall, we are doing well. We have received 49% of our revenues and have spent 51% of our expenditures. Harding noted this is typical for a second quarter. Harding briefly went over line items.

Harding did note we had a delay in our Community Toxics Program; however, we do not anticipate having to come back for a budget amendment as we currently have enough budget authority to cover the program. Pratt asked what the threshold is, where staff would have to come back to the committee. Harding explained if we don't have budget authority to cover our expenditure for the fiscal year, we would come to the board for a budget amendment. Harding noted our budget authority is the bottom line--\$2.4 million.

Harding did explain we have opted to go with a janitorial service, rather than hire an employee for the position. Because of this, during the budget process we will remove that position from the payroll line and add it to the janitorial line. Neatherlin asked why we wouldn't do that during the year. Harding noted we don't see a need at this time to make a budget amendment because we feel we can cover it in our budgeted authority. Cooper asked if we have a written policy for the amount staff have over line items. Harding explained we follow the state auditor's guidelines and there is no line cap, it is the bottom line. Neatherlin stated he isn't always comfortable with a complete bottom line authority. Cooper agreed. Harding stated we could come up with a policy if you choose. McNair restated, you want to look at a policy for expenditures, revenues, and approvals for adjustments.

Neatherlin also requested another percentage line that shows where we were, at that same time, the previous year. This will allow us to see if we are truly on track. Harding stated she could add that column.

Harding wanted to remind the committee the woodstove buyback program got a bit of a late start; however, we have been getting applications in and have spent \$58k of the \$100k budget thus far.

We currently have another \$14k to pay out this week. Harding added, Ecology did hold back \$75k, in the event an agency expends all their allocation and needs additional funds. Harding explained, if we were to get additional funds, we would request a budget amendment.

### Maintenance Plan

McNair explained the managers did look this list over and we are missing 'sealant of parking lot' under the exterior section. We discussed graveling the back lot and striping the parking area, but we also need to reseal the lot. At some point, McNair stated, we need to do something with the back lot. We would like to pave it with some pervious surface. Harding did add we have investigated this previously. Neatherlin stated we should ask the commissioner to send a chip sealer over. McNair stated we would have to bid it out. Cooper stated it is a small enough project, the city should be able to do it through a local agreement. McNair stated she would talk to our attorney to see if it is a possibility.

McNair noted there are several things on the plan that absolutely need to get done and we have noted them as 'year 1' on the plan. Harding added we continue to keep an eye on the building, and we do keep a small line item amount in our budget to catch smaller issues as they arise.

Neatherlin requested each item have a cost associated with it. Cooper agreed. It is hard to discuss a plan without knowing the cost. Cooper noted we have \$30k in the contingency fund, we need to know if that is enough, or at least what you expect that to cover. Neatherlin asked staff get bids and be prepared for budget time.

Cooper requested the 5-year contingency spend down would be a good to look at during the budget this year. Incorporate the Maintenance Plan costs into it, so we have an idea as to where we stand. Pratt asked that the items be priority. Neatherlin suggested contacting Johnson Controls for assistance on some of the maintenance projects, they may be able to assist with the breakdown of the costs.

### PEBB vs AWC Benefits

McNair stated we have received information from both the PEBB and AWC. McNair showed the AWC program is less expensive in comparison. We also receive a 2% reduction in premiums through the AWC wellness program. McNair added, AWC's customer service is also phenomenal.

Neatherlin asked if there are less than 15 dependents, it isn't worth using the PEBB. Neatherlin stated, I believe, as a committee, we can say we agree with staff's recommendation.

There was nothing further of the committee.

The meeting adjourned at 9:56 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 8, 2020, 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

## Comparative Summary of Agency Budget, Revenues, & Expenditures

For the Period Ending March 2020

Revenue	Fiscal Year 2019 Fiscal Year Actuals	Fiscal Year 2020 Approved Annual Budget	7/1/19-03/31/2020 Year To Date Actual	Difference	Comparison	
					Current FY	Previous FY
					9-mos = 75%	
					% of Budget	
AOP (Title V)	\$ 390,871.13	\$ 378,086.00	\$ 358,898.25	\$ (19,187.75)	95%	92%
NOC - Major/Minor	139,635.63	110,000.00	98,559.35	(11,440.65)	90%	91%
NOI - Major/Minor	4,364.00	2,000.00	7,261.00	5,261.00	363%	125%
Annual Registration	375,065.71	380,000.00	395,301.94	15,301.94	104%	104%
Assessments	426,528.90	445,380.00	446,188.11	808.11	100%	97%
ECY Oversight	10,936.97	15,000.00	12,326.05	(2,673.95)	82%	73%
Asbestos	157,106.00	135,000.00	97,435.00	(37,565.00)	72%	84%
Land Clearing	28,218.00	15,000.00	20,056.75	5,056.75	134%	137%
Woodstove Educ Grant	11,017.00	11,017.00	6,836.25	(4,180.75)	62%	58%
Woodstove Bounty Grant	66,271.34	125,000.00	113,669.27	(11,330.73)	91%	33%
Ecology Monitoring (PM2.5)	13,889.34	13,500.00	13,500.00	0.00	100%	77%
EPA - Cheeka Peak Grant	96,608.93	86,077.00	80,402.14	(5,674.86)	93%	81%
Community Scale Air Toxics	144,083.03	90,400.00	154,066.49	63,666.49	170%	33%
CORE-Federal	188,374.00	187,774.00	107,391.00	(80,383.00)	57%	67%
CORE-State	134,737.50	134,737.50	77,767.00	(56,970.50)	58%	67%
EFSEC	63,677.95	35,532.00	29,363.00	(6,169.00)	83%	151%
Fines (Public Education)	62,327.08	55,000.00	49,461.78	(5,538.22)	90%	78%
Investment Income	33,128.02	20,000.00	23,380.79	3,380.79	117%	130%
Miscellaneous Revenue	6,244.00	2,000.00	592.66	(1,407.34)	30%	25%
Building/Rental Income	53,518.00	60,708.00	45,190.00	(15,518.00)	74%	66%
General Contingency Fund	0.00	200,290.23	0.00	(200,290.23)	0%	0%
Contingency-Reserve-Title V	0.00	(32,181.00)	0.00	32,181.00	0%	0%
<b>Total Revenue</b>	<b>\$ 2,406,602.53</b>	<b>\$ 2,470,320.73</b>	<b>\$ 2,137,646.83</b>	<b>\$ (332,673.90)</b>	<b>87%</b>	<b>77%</b>

\*Note: March does not include 3/31 deposits and interest earnings.

		YTD
		FY2020
		Revenue
49%	Fees	\$ 1,039,300.12
27%	Grants*	582,995.15
21%	Assessments	446,188.11
3%	Other	69,163.45
0%	Reserves	0.00
100%		\$ 2,137,646.83
* Grants-Fed		355,359.63
* Grants-State		227,635.52

Expenditures	Fiscal Year 2019 Fiscal Year Actuals	Fiscal Year 2020 Approved Annual Budget	7/1/19-12/31/2019 Year To Date Actual	Difference	9-mos = 75%	
					Current FY	Previous FY
					% of Budget	
<b>Total Payroll</b>	<b>1,829,794.48</b>	<b>2,028,582.73</b>	<b>1,490,802.04</b>	<b>(537,780.69)</b>	<b>73%</b>	<b>67%</b>
Office Supplies/Sm Equip.	\$ 4,802.97	\$ 6,300.00	\$ 3,106.86	\$ (3,193.14)	49%	73%
Gasoline Vehicles	4,319.38	5,600.00	3,800.87	(1,799.13)	68%	53%
Computer Hard/Soft.	11,741.71	13,098.00	6,981.12	(6,116.88)	53%	47%
Bd. Prof. Ser. & Travel Reimb.	1,218.36	3,600.00	759.58	(2,840.42)	21%	19%
Training & Conferences	15,228.66	11,155.00	8,867.24	(2,287.76)	79%	95%
Professional Srs.	40,866.94	43,800.00	31,162.73	(12,637.27)	71%	55%
Telephone	11,362.74	14,000.00	8,346.74	(5,653.26)	60%	61%
Postage	3,968.36	4,600.00	3,939.17	(660.83)	86%	73%
Insurance (Bldg, Veh, Staff)	28,427.00	29,000.00	30,138.00	1,138.00	104%	104%
Wellness Program	488.64	400.00	236.27	(163.73)	59%	87%
Public Education	9,840.49	10,360.00	9,443.83	(916.17)	91%	95%
Miscellaneous	1,759.59	900.00	56.83	(843.17)	6%	183%
Dues & Subscriptions	1,502.79	3,500.00	2,745.81	(754.19)	78%	16%
Audit/Acctg	20,929.08	7,500.00	4,515.34	(2,984.66)	60%	107%
Printing	0.00	300.00	0.00	(300.00)	0%	0%
Rent-Satellite Office	2,400.00	2,400.00	2,000.00	(400.00)	83%	83%
Maintenance - Copier	1,398.89	1,800.00	1,090.91	(709.09)	61%	60%
Vehicle Purchase	28,500.00	0.00	0.00	0.00	0%	0%
Maintenance - Vehicles	921.01	3,500.00	1,365.55	(2,134.45)	39%	17%
<b>Total Non-P/R</b>	<b>189,676.61</b>	<b>161,813.00</b>	<b>118,556.85</b>	<b>(43,256.15)</b>	<b>73%</b>	<b>63%</b>
Principal/Interest - Office Bldg	\$ 44,483.31	\$ 45,500.00	\$ 42,969.78	\$ (2,530.22)	94%	93%
Alarm Monitoring/Security	1,189.48	2,000.00	1,002.54	(997.46)	50%	45%
Utilities	14,111.44	14,000.00	10,010.45	(3,989.55)	72%	74%
Janitorial & Supplies	604.99	600.00	5,300.42	4,700.42	883%	75%
Maintenance - Office Bldg.	5,804.66	6,000.00	5,277.36	(722.64)	88%	70%
Leasehold Improvements	5,222.85	14,000.00	0.00	(14,000.00)	0%	44%
<b>Total Bldg./Capital</b>	<b>71,416.73</b>	<b>82,100.00</b>	<b>64,560.55</b>	<b>(17,539.45)</b>	<b>79%</b>	<b>79%</b>
WoodSmoke Reduction/Bounty	\$ 76,400.00	\$ 100,000.00	\$ 106,400.00	\$ 6,400.00	106%	46%
ECY Oversight Fees	10,937.00	15,000.00	12,326.00	(2,674.00)	82%	73%
Monitor. Equip./CPO	38,765.14	33,400.00	26,000.96	(7,399.04)	78%	92%
Community Scale Air Toxics	96,884.14	44,400.00	49,531.46	5,131.46	112%	36%
Monitoring-General	4,483.35	5,025.00	628.46	(4,396.54)	13%	48%
Security Deposit Refunds	0.00	0.00	584.13	584.13	0%	0%
<b>Total Operational</b>	<b>227,469.63</b>	<b>197,825.00</b>	<b>195,471.01</b>	<b>1,458.42</b>	<b>98%</b>	<b>46%</b>
<b>Grand Total Expenditures</b>	<b>\$ 2,318,357.45</b>	<b>\$ 2,470,320.73</b>	<b>\$ 1,869,390.45</b>	<b>\$ (597,117.87)</b>	<b>76%</b>	<b>66%</b>
<b>Net Income (Deficit)</b>	<b>\$ 88,245.08</b>		<b>\$ 268,256.38</b>			

		YTD
		FY2020
		Expenditures
85%	Payroll	1,490,802.04
9%	Non Payroll	118,556.85
1%	Bldg/Capital	64,560.55
5%	Operating	195,471.01
100%	Total	\$ 589,101.26

**OLYMPIC REGION CLEAN AIR AGENCY**

*FUND BALANCE - Actual - Fiscal Year 2020*

**For The Period Ending March 31, 2020**

	<b>General Fund</b>
<b>BEGINNING</b> Fund Balance 07/01/2019	\$ <b>1,658,408</b>
<b>Plus</b> : Revenue Fiscal Year	\$ 2,137,647
<b>Less</b> : Expenditures Fiscal Year	\$ (1,869,390)
<b>ENDING</b> Fund Balance 03/31/2020	<b>\$ 1,926,664</b>
General Fund Balance applied to FY Budget	\$ -
Title V Funds applied to FY Budget	\$ -
<b>Fund Balance ALLOCATIONS-</b>	
Contingency Funds	
<b>Less</b> : Expense Contingency (20% FY Budget less Title V)	\$ (389,790)
<b>Less</b> : Title V	\$ (41,140)
<b>Less</b> : Tenants Security Deposits	\$ (5,925)
Capital & Contingency Funds	
<b>Less</b> for Office Building	\$ (30,000)
<b>Less</b> for Monitoring Equipment	\$ (20,000)
<b>Less</b> for Database	\$ (110,000)
<b>Less</b> for Vacation/Sick Leave	\$ (155,715)
<b>Less</b> for General Fund Contingency	\$ (1,174,094)

"Operating Contingency 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 & Contingency 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".

**OLYMPIC REGION CLEAN AIR AGENCY**  
**REVENUE & SURPLUS**  
For The Fiscal Year Ending ...

**5-Year Forecast**

	Column 1	Column 2	Column 2a	Column 3	Column 4	Column 5	Column 6	Column 7
	Actual FY 2019	Current Budget 2020	YTD thru 02/28/2020	Proposed FY 2021	Estimate FY 2022	Estimate FY 2023	Estimate FY 2024	Estimate FY 2025
<b>GRANTS</b>								
Core-Federal	\$ 188,374.00	\$ 187,774.00	\$ 107,391.00	\$ 187,774.00	\$ 187,774.00	\$ 187,774.00	\$ 187,774.00	\$ 187,774.00
Core-State	134,737.50	134,737.50	77,767.00	134,737.00	134,737.50	134,737.50	134,737.50	134,737.50
<b>PM Agreements:</b>								
Ecology Monitoring	13,889.34	13,500.00	13,500.00	13,500.00	13,500.00	13,500.00	13,500.00	13,500.00
CPO Project w/EPA-Maintenance & Operations	96,608.93	86,077.00	66,054.00	86,077.00	86,077.00	86,077.00	86,077.00	86,077.00
Community Scale Air Toxics	144,083.03	90,400.00	137,790.00	34,000.00	-	-	-	-
Woodstove Reduction & Bounty Program w/Ecology	66,271.34	125,000.00	113,669.00	125,000.00	125,000.00	125,000.00	125,000.00	125,000.00
Woodstove Grant	11,017.00	11,017.00	6,836.00	11,017.00	11,017.00	11,017.00	11,017.00	11,017.00
<b>FEES</b>								
Assessments	\$ 426,528.90	\$ 445,380.00	\$ 446,188.00	\$ 465,013.00	\$ 479,056.63	\$ 493,524.14	\$ 508,428.57	\$ 523,783.11
AOP (Title V)	390,871.13	378,086.00	290,942.00	428,451.00	402,159.00	403,624.00	415,432.00	429,595.00
EFSEC	63,677.95	35,532.00	29,363.00	26,565.00	25,000.00	25,000.00	25,000.00	25,000.00
Ecology Oversight	10,936.97	15,000.00	12,326.00	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00
Annual Registration	375,065.71	380,000.00	394,576.00	400,000.00	408,000.00	416,160.00	424,483.20	432,972.86
NOC - NSR	139,635.63	110,000.00	82,442.00	114,000.00	117,000.00	120,000.00	123,000.00	126,000.00
NOI - Major/Minor	4,364.00	2,000.00	6,749.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00
Outdoor Burning	-	-	-	-	-	-	-	-
Asbestos	157,106.00	135,000.00	86,878.00	135,000.00	137,700.00	140,454.00	143,263.08	146,128.34
Land Clearing	28,218.00	15,000.00	17,122.00	20,000.00	20,400.00	20,808.00	21,224.16	21,648.64
<b>OTHER</b>								
Fines	\$ 62,327.08	\$ 55,000.00	\$ 45,969.00	\$ 55,000.00	\$ 55,000.00	\$ 55,000.00	\$ 55,000.00	\$ 55,000.00
Investment Interest	33,128.00	20,000.00	23,381.00	25,000.00	15,000.00	7,000.00	2,000.00	500.00
Miscellaneous Income	6,244.00	2,000.00	532.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Building Income	53,518.00	60,708.00	40,532.00	61,892.00	63,129.84	64,392.44	65,680.29	66,993.89
<b>CONTINGENCY FUNDS</b>								
General Contingency Fund	\$ -	\$ 200,290.23	\$ -	\$ 229,485.39	\$ 256,167.19	\$ 364,182.85	\$ 521,641.25	\$ 348,509.20
Contingency-Title V	-	(32,181.00)	-	(20,320.00)	-	-	-	-
Contingency-Database	-	-	-	-	-	-	-	-
Contingency-Building	-	-	-	-	-	-	-	-
Contingency-Security Deposit	-	-	-	-	-	-	-	-
<b>TOTAL REVENUE &amp; SURPLUS</b>	<b>\$ 2,406,602.51</b>	<b>\$ 2,470,320.73</b>	<b>\$ 2,000,007.00</b>	<b>\$ 2,552,191.39</b>	<b>\$ 2,556,718.16</b>	<b>\$ 2,688,250.93</b>	<b>\$ 2,883,258.05</b>	<b>\$ 2,754,236.56</b>

**OLYMPIC REGION CLEAN AIR AGENCY**  
**EXPENDITURES**  
For The Fiscal Year Ending ...

	Column 1	Column 2	Column 2a	Column 3	Column 4	Column 5	Column 6	Column 7
	Actual FY 2019	Current Budget 2020	YTD thru 02/28/2020	Proposed FY 2021	Estimate FY 2022	Estimate FY 2023	Estimate FY 2024	Estimate FY 2025
<b>PAYROLL</b>								
Salaries	\$ 1,368,666.47	\$ 1,474,673.00	\$ 989,769.00	\$ 1,517,773.00	\$ 1,548,128.46	\$ 1,579,091.03	\$ 1,610,672.85	\$ 1,642,886.31
Employee Benefits	461,128.01	553,910.18	337,453.00	563,210.39	580,106.70	597,509.90	615,435.20	633,898.25
<b>TOTAL P/R EXPENSES</b>	<b>\$ 1,829,794.48</b>	<b>\$ 2,028,583.18</b>	<b>\$ 1,327,222.00</b>	<b>\$ 2,080,983.39</b>	<b>\$ 2,128,235.16</b>	<b>\$ 2,176,600.93</b>	<b>\$ 2,226,108.05</b>	<b>\$ 2,276,784.56</b>
<b>NON-PAYROLL</b>								
Office Supplies/Sm Supply Purchases/Safety	\$ 4,802.97	\$ 6,300.00	\$ 3,003.00	9,414.00	5,500.00	5,500.00	5,500.00	5,500.00
Gasoline Vehicles	4,319.38	5,600.00	3,364.00	5,400.00	5,400.00	5,600.00	5,600.00	5,700.00
Computer Hard/Soft./Supplies	11,741.71	13,098.00	5,803.00	13,422.00	14,450.00	15,450.00	16,450.00	17,450.00
Bd. Prof. Ser. & Travel Reimb.	1,218.36	3,600.00	534.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00
Staff Training & Conferences & Travel	15,228.66	11,155.00	8,299.00	13,000.00	13,000.00	13,000.00	13,000.00	13,000.00
Professional Srs.	40,866.94	43,800.00	24,739.00	43,800.00	45,800.00	46,000.00	46,000.00	46,000.00
Telephone	11,362.74	14,000.00	7,881.00	14,000.00	14,000.00	14,400.00	15,000.00	15,200.00
Database	-	-	-	-	-	-	250,000.00	15,000.00
Postage	3,968.36	4,600.00	3,912.00	4,600.00	4,600.00	4,700.00	4,800.00	4,900.00
Insurance (Bldg, Veh, Staff)	28,427.00	29,000.00	30,138.00	32,000.00	34,000.00	36,000.00	38,000.00	40,000.00
Wellness Program	488.64	400.00	127.00	400.00	400.00	400.00	400.00	400.00
Public Education	9,840.49	10,360.00	7,890.00	10,000.00	12,000.00	10,000.00	10,000.00	10,000.00
Miscellaneous	1,759.59	900.00	57.00	900.00	900.00	900.00	900.00	900.00
Dues & Subscriptions	1,502.79	3,500.00	2,746.00	3,300.00	3,300.00	3,300.00	3,400.00	3,400.00
Audit/Acctg	20,929.08	7,500.00	4,515.00	23,000.00	8,000.00	24,000.00	8,200.00	25,000.00
Printing (included with Public Education)	-	300.00	-	-	-	-	-	-
Rent-Satellite Office	2,400.00	2,400.00	1,800.00	2,400.00	2,400.00	2,400.00	2,400.00	2,400.00
Maintenance - Copier	1,398.89	1,800.00	882.00	1,800.00	1,800.00	2,000.00	2,100.00	2,200.00
Vehicle Purchase	28,500.00	-	-	20,000.00	-	25,000.00	-	25,000.00
Maintenace - Vehicles	921.01	3,500.00	1,234.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
<b>Sub-Total Administrative Expenses</b>	<b>\$ 189,676.61</b>	<b>\$ 161,813.00</b>	<b>\$ 106,924.00</b>	<b>\$ 200,636.00</b>	<b>\$ 168,750.00</b>	<b>\$ 211,850.00</b>	<b>\$ 424,950.00</b>	<b>\$ 235,250.00</b>
<b>OFFICE BLDG. OPERATING</b>								
Interest Expense & Principal - Office Bldg.	\$ 44,483.31	\$ 45,500.00	\$ 42,970.00	\$ 45,500.00	\$ 45,108.00	\$ 45,600.00	\$ -	\$ -
Utilities/Alarm Monitoring	15,300.92	16,000.00	9,991.00	16,000.00	17,000.00	22,000.00	24,000.00	24,001.00
Janitorial Supplies	604.99	600.00	4,386.00	10,200.00	10,200.00	10,200.00	10,200.00	10,200.00
Maintenance Office Bldg.	5,804.66	6,000.00	5,165.00	6,000.00	6,000.00	9,000.00	10,000.00	10,001.00
Leasehold Improvements	5,222.85	14,000.00	-	30,000.00	31,000.00	65,000.00	40,000.00	50,000.00
<b>Sub-Total Office Building Operating</b>	<b>\$ 71,416.73</b>	<b>\$ 82,100.00</b>	<b>\$ 62,512.00</b>	<b>\$ 107,700.00</b>	<b>\$ 109,308.00</b>	<b>\$ 151,800.00</b>	<b>\$ 84,200.00</b>	<b>\$ 94,202.00</b>
<b>NON-ADMINISTRATIVE-OPERATING</b>								
Woodstove Reduction Program/Bounty	\$ 76,400.00	\$ 100,000.00	\$ 97,500.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00
DOE Oversight Fees	10,937.00	15,000.00	12,326.00	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00
Monitoring Program - CPO	38,765.14	33,400.00	21,010.00	33,400.00	33,400.00	31,000.00	31,000.00	31,000.00
Community Scale Air Toxics	96,884.14	44,400.00	47,618.00	12,447.00	-	-	-	-
Monitoring Programs	4,483.35	5,025.00	629.00	5,025.00	5,025.00	5,000.00	5,000.00	5,000.00
Security Deposit Refunds	-	-	584.00	-	-	-	-	-
<b>Sub-Total Non-Administrative - Operating</b>	<b>\$ 227,469.63</b>	<b>\$ 197,825.00</b>	<b>\$ 179,667.00</b>	<b>\$ 162,872.00</b>	<b>\$ 150,425.00</b>	<b>\$ 148,000.00</b>	<b>\$ 148,000.00</b>	<b>\$ 148,000.00</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>\$ 2,318,357.45</b>	<b>\$ 2,470,321.18</b>	<b>\$ 1,676,325.00</b>	<b>\$ 2,552,191.39</b>	<b>\$ 2,556,718.16</b>	<b>\$ 2,688,250.93</b>	<b>\$ 2,883,258.05</b>	<b>\$ 2,754,236.56</b>
03/27/2020mh								
Population	540,910	547,470		554,247	559,789	565,387	571,041	576,752
Per Capita Assessment	0.79	0.815		0.839	0.856	0.873	0.890	0.908
	x	x						

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

**5-Year Forecast**

	Actual	Budget	Proposed	Estimate	Estimate	Estimate	Estimate
	<u>FY 2019 General Fund</u>	<u>FY 2020 General Fund</u>	<u>FY 2021 General Fund</u>	<u>FY 2022 General Fund</u>	<u>FY 2023 General Fund</u>	<u>FY 2024 General Fund</u>	<u>FY 2025 General Fund</u>
	July 1, 2018	July 1, 2019	July 1, 2020	July 1, 2021	July 1, 2022	July 1, 2023	July 1, 2024
<b>BEGINNING Fund Balance</b> .....	\$ 1,570,163	\$ 1,658,408	\$ 1,490,298	\$ 1,281,133	\$ 1,024,966	\$ 660,783	\$ 139,142
<b>Plus</b> : Revenue Fiscal Year	\$ 2,406,603	\$ 2,302,212	\$ 2,343,026	\$ 2,300,551	\$ 2,324,068	\$ 2,361,617	\$ 2,405,727
<b>Less</b> : Expenditures Fiscal Year	\$ (2,318,357)	\$ (2,470,321)	\$ (2,552,191)	\$ (2,556,718)	\$ (2,688,251)	\$ (2,883,258)	\$ (2,754,237)
<b>ENDING Fund Balance 06/30/20xx</b>	\$ 1,658,408	\$ 1,490,298	\$ 1,281,133	\$ 1,024,966	\$ 660,783	\$ 139,142	\$ (209,367)
General Fund Contingency applied to FY Budget	\$ -	\$ 168,109	\$ 229,485	\$ 256,167	\$ 364,183	\$ 521,641	\$ 348,509
<b>Fund Balance ALLOCATIONS</b>							
<b>Contingency &amp; Capital Funds</b>							
<b>Less:</b> Expense Contingency (20% FY Budget less Title V Exps)	\$ 389,790	\$ 418,447	\$ 424,748	\$ 430,912	\$ 456,925	\$ 493,565	\$ 464,928
<b>Less:</b> Title V (10% Est.)	\$ 41,140	\$ 37,000	\$ -	\$ 10,000	\$ 20,000	\$ 30,000	\$ 42,000
<b>Less:</b> Tenants Security Deposits	\$ 5,875	\$ 5,925	\$ 5,925	\$ 5,925	\$ 5,925	\$ 5,925	\$ 5,925
<b>Capital Funds</b>							
<b>Less</b> for Office Building	\$ 30,000	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Less</b> for Monitoring Equipment	\$ 20,000	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Less</b> for Database/Equipment	\$ 75,000	\$ 110,000	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Less</b> for Vehicle	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Less</b> for Vacation/Sick Leave	\$ 155,715	\$ 153,000	\$ 155,000	\$ 155,000	\$ 154,000	\$ 154,000	\$ 154,000
Sub-Total Reserve funds	\$ 717,520	\$ 774,372	\$ 585,673	\$ 601,837	\$ 636,850	\$ 683,490	\$ 666,853
<b>Ending UNRESERVED Fund Balance Year End</b>	\$ 940,888	\$ 715,926	\$ 695,460	\$ 423,129	\$ 23,933	\$ (544,348)	\$ (876,221)

Year End      6/30/2019                      6/30/2020                      6/30/2021                      6/30/2022                      6/30/2023                      6/30/2024                      6/30/2025

<b>ORCAA Long Term Liabilities...</b>	Balance 6/30/19	Balance 6/30/20	Balance 6/30/21	Balance 6/30/22	Balance 6/30/23	Balance 6/30/24	Balance 6/30/25
-Office Building, Promissory Note to be paid 12/1/2022 Interest rate 2.491%, no penalty early payoff	\$180,475	\$135,579	\$90,706	\$45,597	To be Paid off this FY on 12/1/2022	\$0	\$0
-Dept. of Retirement Systems, Pension Liability Proportionate share of collective pension amounts	\$657,906	\$655,000	\$600,000	\$550,000	\$500,000	\$450,000	\$400,000

" *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.  
" *Capital Reserve Funds* " defined..... An amount established by board direction to save for long-term capital  
" *Fund Balance* " defined..... \*Funds that are held in our bank account with Thurston County  
\*The total Fund Balance includes all funds on deposit at the bank.

**OLYMPIC REGION CLEAN AIR AGENCY**  
**REVENUE & SURPLUS**  
For The Fiscal Year Ending ...

No Fee Increase    w/1.5% Fee Inc.    w/2.9% Fee Inc.  
No COLA            1.5% COLA            2.9% COLA

	Column 1	Column 2	Column 2a	Column 3	Column 3a	Column 3b
	Actual FY 2019	Current Budget 2020	YTD thru 02/28/2020	Proposed FY 2021	Proposed FY 2021	Proposed FY 2021
<b>GRANTS</b>						
Core-Federal	\$ 188,374.00	\$ 187,774.00	\$ 107,391.00	\$ 187,774.00	\$ 187,774.00	\$ 187,774.00
Core-State	134,737.50	134,737.50	77,767.00	134,737.00	134,737.00	134,737.00
<b>PM Agreements:</b>						
Ecology Monitoring	13,889.34	13,500.00	13,500.00	13,500.00	13,500.00	13,500.00
CPO Project w/EPA-Maintenance & Operations	96,608.93	86,077.00	66,054.00	86,077.00	86,077.00	86,077.00
Community Scale Air Toxics	144,083.03	90,400.00	137,790.00	34,000.00	34,000.00	34,000.00
Woodstove Reduction & Bounty Program w/Ecology	66,271.34	125,000.00	113,669.00	125,000.00	125,000.00	125,000.00
Woodstove Grant	11,017.00	11,017.00	6,836.00	11,017.00	11,017.00	11,017.00
<b>FEES</b>						
Assessments	\$ 426,528.90	\$ 445,380.00	\$ 446,188.00	\$ 451,908.00	\$ 458,687.00	\$ 465,013.00
AOP (Title V)	390,871.13	378,086.00	290,942.00	428,451.00	428,451.00	428,451.00
EFSEC	63,677.95	35,532.00	29,363.00	26,565.00	26,565.00	26,565.00
Ecology Oversight	10,936.97	15,000.00	12,326.00	12,000.00	12,000.00	12,000.00
Annual Registration	375,065.71	380,000.00	394,576.00	392,814.00	397,944.00	400,000.00
NOC - NSR	139,635.63	110,000.00	82,442.00	110,000.00	112,000.00	114,000.00
NOI - Major/Minor	4,364.00	2,000.00	6,749.00	7,000.00	7,000.00	7,000.00
Outdoor Burning	-	-	-	-	-	-
Asbestos	157,106.00	135,000.00	86,878.00	135,000.00	135,000.00	135,000.00
Land Clearing	28,218.00	15,000.00	17,122.00	20,000.00	20,000.00	20,000.00
<b>OTHER</b>						
Fines	\$ 62,327.08	\$ 55,000.00	\$ 45,969.00	\$ 55,000.00	\$ 55,000.00	\$ 55,000.00
Investment Interest	33,128.00	20,000.00	23,381.00	25,000.00	25,000.00	25,000.00
Miscellaneous Income	6,244.00	2,000.00	532.00	1,000.00	1,000.00	1,000.00
Building Income	53,518.00	60,708.00	40,532.00	60,708.00	61,300.00	61,892.00
<b>CONTINGENCY FUNDS</b>						
General Contingency Fund	\$ -	\$ 200,290.23	\$ -	\$ 204,067.00	\$ 216,230.00	\$ 229,485.00
Contingency-Title V	-	(32,181.00)	-	(20,320.00)	(20,320.00)	(20,320.00)
Contingency-Database						
Contingency-Building						
Contingency-Security Deposit		-	-	-	-	-
<b>TOTAL REVENUE &amp; SURPLUS</b>	<b>\$ 2,406,602.51</b>	<b>\$ 2,470,320.73</b>	<b>\$ 2,000,007.00</b>	<b>\$ 2,501,298.00</b>	<b>\$ 2,527,962.00</b>	<b>\$ 2,552,191.00</b>

**OLYMPIC REGION CLEAN AIR AGENCY**  
**EXPENDITURES**  
For The Fiscal Year Ending ...

	Column 1	Column 2	Column 2a	Column 3	Column 3a	Column 3b
	Actual FY 2019	Current Budget 2020	YTD thru 02/28/2020	Proposed FY 2021	Proposed FY 2021	Proposed FY 2021
<b>PAYROLL</b>						
Salaries	\$ 1,368,666.47	\$ 1,474,673.00	\$ 989,769.00	\$ 1,475,002.00	\$ 1,497,127.00	\$ 1,517,773.00
Employee Benefits	461,128.01	553,910.18	337,453.00	555,088.00	559,627.00	563,210.00
<b>TOTAL P/R EXPENSES</b>	<b>\$ 1,829,794.48</b>	<b>\$ 2,028,583.18</b>	<b>\$ 1,327,222.00</b>	<b>\$ 2,030,090.00</b>	<b>\$ 2,056,754.00</b>	<b>\$ 2,080,983.00</b>
<b>NON-PAYROLL</b>						
Office Supplies/Sm Supply Purchases/Safety	\$ 4,802.97	\$ 6,300.00	\$ 3,003.00	9,414.00	9,414.00	9,414.00
Gasoline Vehicles	4,319.38	5,600.00	3,364.00	5,400.00	5,400.00	5,400.00
Computer Hard/Soft./Supplies	11,741.71	13,098.00	5,803.00	13,422.00	13,422.00	13,422.00
Bd. Prof. Ser. & Travel Reimb.	1,218.36	3,600.00	534.00	1,200.00	1,200.00	1,200.00
Staff Training & Conferences & Travel	15,228.66	11,155.00	8,299.00	13,000.00	13,000.00	13,000.00
Professional Srs.	40,866.94	43,800.00	24,739.00	43,800.00	43,800.00	43,800.00
Telephone	11,362.74	14,000.00	7,881.00	14,000.00	14,000.00	14,000.00
Database	-	-	-	-	-	-
Postage	3,968.36	4,600.00	3,912.00	4,600.00	4,600.00	4,600.00
Insurance (Bldg, Veh, Staff)	28,427.00	29,000.00	30,138.00	32,000.00	32,000.00	32,000.00
Wellness Program	488.64	400.00	127.00	400.00	400.00	400.00
Public Education	9,840.49	10,360.00	7,890.00	10,000.00	10,000.00	10,000.00
Miscellaneous	1,759.59	900.00	57.00	900.00	900.00	900.00
Dues & Subscriptions	1,502.79	3,500.00	2,746.00	3,300.00	3,300.00	3,300.00
Audit/Acctg	20,929.08	7,500.00	4,515.00	23,000.00	23,000.00	23,000.00
Printing (included with Public Education)	-	300.00	-	-	-	-
Rent-Satellite Office	2,400.00	2,400.00	1,800.00	2,400.00	2,400.00	2,400.00
Maintenance - Copier	1,398.89	1,800.00	882.00	1,800.00	1,800.00	1,800.00
Vehicle Purchase	28,500.00	-	-	20,000.00	20,000.00	20,000.00
Maintenance - Vehicles	921.01	3,500.00	1,234.00	2,000.00	2,000.00	2,000.00
<b>Sub-Total Administrative Expenses</b>	<b>\$ 189,676.61</b>	<b>\$ 161,813.00</b>	<b>\$ 106,924.00</b>	<b>\$ 200,636.00</b>	<b>\$ 200,636.00</b>	<b>\$ 200,636.00</b>
<b>OFFICE BLDG. OPERATING</b>						
Interest Expense & Principal - Office Bldg.	\$ 44,483.31	\$ 45,500.00	\$ 42,970.00	\$ 45,500.00	\$ 45,500.00	\$ 45,500.00
Utilities/Alarm Monitoring	15,300.92	16,000.00	9,991.00	16,000.00	16,000.00	16,000.00
Janitorial Supplies	604.99	600.00	4,386.00	10,200.00	10,200.00	10,200.00
Maintenance Office Bldg.	5,804.66	6,000.00	5,165.00	6,000.00	6,000.00	6,000.00
Leasehold Improvements	5,222.85	14,000.00	-	30,000.00	30,000.00	30,000.00
<b>Sub-Total Office Building Operating</b>	<b>\$ 71,416.73</b>	<b>\$ 82,100.00</b>	<b>\$ 62,512.00</b>	<b>\$ 107,700.00</b>	<b>\$ 107,700.00</b>	<b>\$ 107,700.00</b>
<b>NON-ADMINISTRATIVE-OPERATING</b>						
Woodstove Reduction Program/Bounty	\$ 76,400.00	\$ 100,000.00	\$ 97,500.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00
DOE Oversight Fees	10,937.00	15,000.00	12,326.00	12,000.00	12,000.00	12,000.00
Monitoring Program - CPO	38,765.14	33,400.00	21,010.00	33,400.00	33,400.00	33,400.00
Community Scale Air Toxics	96,884.14	44,400.00	47,618.00	12,447.00	12,447.00	12,447.00
Monitoring Programs	4,483.35	5,025.00	629.00	5,025.00	5,025.00	5,025.00
Security Deposit Refunds	-	-	584.00	-	-	-
<b>Sub-Total Non-Administrative - Operating</b>	<b>\$ 227,469.63</b>	<b>\$ 197,825.00</b>	<b>\$ 179,667.00</b>	<b>\$ 162,872.00</b>	<b>\$ 162,872.00</b>	<b>\$ 162,872.00</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>\$ 2,318,357.45</b>	<b>\$ 2,470,321.18</b>	<b>\$ 1,676,325.00</b>	<b>\$ 2,501,298.00</b>	<b>\$ 2,527,962.00</b>	<b>\$ 2,552,191.00</b>
Population	540,910	547,470		554,488	554,488	554,488
Per Capita Assessment	0.79	0.815		0.815	0.839	0.839
	x	x				



# ORCAA Revenue and Reserve FY2016 - 2020 YTD

thru 02/29/2020

Description	2016	2017	2018	2019	2020
AOP (Title V)	\$ 345,206	\$ 407,495	\$ 377,009	\$ 390,871	\$ 290,942
NOC - NSR	133,232	112,734	130,923	139,636	82,442
NOI - Major/Minor	3,645	4,393	2,503	4,364	6,749
Annual Registration	342,375	361,995	378,281	375,066	394,576
Assessments	235,670	395,598	410,802	426,529	446,188
DOE oversight	14,929	13,059	10,559	10,937	12,326
Asbestos	132,853	138,481	141,229	157,106	86,878
Open Burning-Land Clearing	14,638	17,406	30,864	28,218	17,122
Woodstove Education Grant	11,249	11,249	11,017	11,017	6,836
WS Changeout/Reduct/Bounty	45,764	64,041	15,195	66,271	113,669
Ecology Monitoring (PM2.5)	13,046	14,501	13,111	13,889	13,500
EPA-CPO Grant	88,947	82,381	75,545	96,609	66,054
Community Scale Air Toxics			-	144,083	137,790
CORE-Federal	192,316	209,605	188,374	188,374	107,391
CORE-State	131,830	143,860	134,738	134,738	77,767
EFSEC	15,664	40,040	19,631	63,678	29,363
Ultrafine	109,197	-			
Fines (Public Education)	44,030	92,026	100,754	62,327	45,969
Investment Income	12,539	13,700	20,003	33,128	23,381
Miscellaneous Revenues	8,901	4,849	1,421	6,244	532
Building/Rental income	43,508	48,022	57,031	53,518	40,532
Diesel School Bus Retrofit	-				
<b>RESERVE - Budgeted</b>	\$ 170,850	\$ 60,552	\$ 122,425	\$ 163,581	\$ 200,290
<b>RESERVE - Used (Admin)</b>	\$ 77,331	Zero	Zero	Zero	TBD

# ORCAA Personnel Costs

Fiscal Year 2021

Employee	Annual Salary	Annual Benefits (Incl L&I, ESD)	Annual Costs per EE	Hourly Rate
<sup>1</sup> Jenn Demay	108,420	40,722	149,142	81.95
<sup>2</sup> Allie Feidt	58,060	22,552	80,612	38.76
<sup>3</sup> Tony Gibson	67,056	26,182	93,238	44.83
<sup>4</sup> Mark Goodin	135,180	47,029	182,209	87.60
<sup>5</sup> Nicholas Grant	75,344	32,926	108,270	52.05
<sup>6</sup> Odelle Hadley	103,584	39,582	143,166	68.83
<sup>7</sup> Lynn Harding	93,588	31,778	125,366	60.27
<sup>8</sup> Aaron Manley	101,632	35,892	137,524	66.12
<sup>9</sup> Fran McNair	142,944	50,369	193,313	92.94
<sup>10</sup> Mike Meinberg	3,000	437	3,437	34.37
<sup>11</sup> Debbie Moody	88,640	31,199	119,839	57.62
<sup>12</sup> Robert Moody	135,180	47,029	182,209	87.60
<sup>13</sup> Dan Nelson	93,588	37,736	131,324	63.14
<sup>14</sup> Seamus Shevlino	57,330	23,890	81,220	39.05
<sup>15</sup> Mike Shults	113,108	42,037	155,145	74.59
<sup>16</sup> Jacqueline Wallner	50,976	20,882	71,858	34.55
<sup>17</sup> Lauren Whybrew	88,081	31,138	119,219	57.32
	<b>\$ 1,515,711</b>	<b>\$ 561,377</b>	<b>\$ 2,077,088</b>	
Estimate ESD Increase-CY2021		1,520	1,520	
<b>Interns:</b>				
A. Culler	1,031	157	1,188	n/a
T Christensen	1,031	157	1,188	n/a
	<b>\$ 1,517,773</b>	<b>\$ 563,210</b>	<b>\$ 2,080,983</b>	

## Personnel Costs Comparison:

	No COLA w/ Steps	1.5% COLA w/ Steps	2.9% COLA w/ Steps
Salary	\$ 1,475,002	\$ 1,497,127	\$ 1,517,773
Benefits	\$ 555,088	\$ 559,627	\$ 563,210
	\$ 2,030,090	\$ 2,056,754	\$ 2,080,983
Difference	\$ (50,893)	\$ (24,229)	\$ -

## ORCAA PAYROLL COSTS / FTE:

Year	FTE	Actual Costs	Budgeted Costs	Costs per FTE
2008	15.63	\$1,268,639	\$1,372,094	\$81,167
2009	16.51	\$1,438,265	\$1,487,010	\$87,115
2010	16.29	\$1,447,476	\$1,532,664	\$88,857
2011	15.41	\$1,464,239	\$1,534,588	\$95,019
2012	15.19	\$1,377,683	\$1,426,993	\$90,697
2013	14.94	\$1,363,398	\$1,416,856	\$91,258
2014	15.41	\$1,371,984	\$1,512,536	\$89,032
2015	15.34	\$1,535,686	\$1,609,885	\$100,110
2016	15.22	\$1,649,113	\$1,712,250	\$108,352
2017	15.82	\$1,676,541	\$1,746,371	\$105,976
2018	15.76	\$1,787,324	\$1,849,401	\$113,409
2019	15.87	\$1,829,795	\$1,951,058	\$115,299
YTD 2020	15.88	\$1,327,222	\$2,028,583	

As of 02/29/2020,

Not including 2 interns at .25

Staff Turn-over since January 2012:

15	New Employees
19	Voluntarily Termed (15) or Retired (4)
6	Temporary Hires (includes interns)
<b>40</b>	

# ORCAA

Office Building Maintenance		Within #	ESTIMATED
		Year(s)	COSTS
<b>Exterior</b>			
replace roof		5	\$ 60,000
replace gutters and downspouts at same time of roof replacement		5	\$ 17,500
gravel north parking lot		4	\$ 5,000
re-stripe parking lot / RESEAL		1	\$ 1,100
paint exterior (3 of 4 walls, south wall completed in Sept 2019)		3	\$ 15,000
replace siding on west wall near entrance to Ste B		2	\$ 4,500
new man door to warehouse		3	\$ 800
weather stripping doors, windows, and vapor barrier in crawl (check for moisture)		2	\$ 1,500
landscape maintenance & clean up (and secure annual landscape contract)		1	\$ 2,000
replace windows as needed		5	\$ -
Ste A entry; concrete work to prevent/eliminate water puddling at entrance		2	\$ 5,000
<b>Interior</b>			
repair/replace front entry door Suite A		1	\$ 1,500
replace front entry floor Suite A south side of building with tile flooring		1	\$ 900
replace carpet in Ste A "great" room, 2nd floor PIO, ASM offices - replace flooring with carpet, vinyl, or laminate wood Avg \$5/sqft carpet, \$1.50 sf installation x 2600 sf (incl FrontOff, DA,FM,RM,MG,Lab,greatroom)		5	\$ 16,900
replace carpet in : Ste B common area		5	\$ -
each office suite #101, 102, 104, 105, 106, 200, 201-large room		5	\$ 2,800
replace baseboard trim when flooring is replaced		5	Incl. w/carpet
replace window blind in Ste #101		1	\$ 65
replace vinyl flooring in all restrooms (x 6 restrooms)		5	\$1,100/each
interior painting of building (including restrooms, kitchens, hallways, etc. as needed)		5	
insulation of walls, attic, crawl spaces to reduce noise and weatherization needs		5	
new kitchen faucet in Ste #A		1	\$ 150
<b>Electrical</b>			
install surge protector on both electrical panels		1	\$ 544
<b>HVAC</b>			
replace HVAC systems as follows:			
combine units #3-Ste B Lobby (2004 gas) and #4 services #101 & #102 (1987 model); change duct work to size for one unit		2	
replace Unit #5 located in conference room (1987 unit)		3	\$ 22,000
FYI: #6 Lennox gas unit services 2nd floor and partial 1st floor Ste A (installed in June 2015)			
#2 Carrier gas unit services great room (2012 unit)			
#1 gas unit services Suite #103 (2002 unit)			
#7 gas furnace services Warehouse (March 2019)			
install secondary thermostat sensor(s) for Offices #200 and #201 for improved temperature control		2	
install ceiling fan or air turbine fan (air pear fan) in great room (located on Ste A side)		1	
<b>Other</b>			
purchase new conference room chairs			
new street sign on Limited Lane (including improved access to change out tenant names)			
consider <b>card key</b> entry lock system or keyless system (move away from traditional key lock system)			
<b>Pros:</b> keyless, code access, virtual keys, monitoring access <b>Cons:</b> Hackers, forgetting code, install costs, power failure			
<b>Notes:</b>			
12/26/2019	received bid from electrician for installing surge protectors at both main panels		
12/16/2019	conducted walk-thru with HVAC company to research options on HVAC		
12/16/2019	structural engineer site visit to evaluate roof/beam		
3/26/2020	/Building/5-year schedule		

ORCAA-  
Amortization Schedule:

2.491%

		ORCAA				
		Principal	Interest	Total P+I		
11/9/2010	x		9,846.39	9,846.39	FY 2011	
12/1/2010	x	25,627.50	1,101.98	26,729.48		
6/1/2011	x	-	6,868.60	6,868.60		
12/1/2011	x	26,833.50	6,182.63	33,016.13	FY 2012	
6/1/2012	x	-	5,612.42	5,612.42		
12/1/2012	x	32,863.50	5,612.42	38,475.92	FY 2013	
6/1/2013	x	-	5,283.79	5,283.79		
12/1/2013	x	33,768.00	5,283.79	39,051.79	FY 2014	
6/1/2014	x	-	4,946.11	4,946.11		
12/1/2014	x	34,672.50	4,946.11	39,618.61	FY 2015	
6/1/2015	x	-	4,599.38	4,599.38		
12/1/2015	x	35,577.00	4,599.38	40,176.38	FY 2016	
6/1/2016	x	-	4,243.61	4,243.61		
12/1/2016	x	36,481.50	4,243.61	40,725.11	FY 2017	
6/1/2017	x	-	3,878.80	3,878.80		
12/1/2017	x	37,084.50	3,878.80	40,963.30	FY 2018	
6/1/2018	x	-	3,322.53	3,322.53		
12/1/2018	x	38,592.00	3,322.53	41,914.53	FY 2019	
6/1/2019	x	-	2,550.69	2,550.69		
12/1/2019	x	40,401.00	2,550.69	42,951.69	FY 2020	
6/1/2020		-	1,944.67	1,944.67		
12/1/2020		41,607.00	1,944.67	43,551.67	FY 2021	
6/1/2021		-	1,320.57	1,320.57		
12/1/2021		43,114.50	1,320.57	44,435.07	FY 2022	
6/1/2022		-	673.85	673.85		
Final Pay.		12/1/2022	44,923.50	673.85	45,597.35	
		\$ 471,546.00	\$ 100,752.44	\$ 572,298.44		

<b>P&amp;I</b>
\$ 129,645
<b>Int. Only</b>
\$ 5,934

**Assessments for Fiscal Year 2021  
based on 2019 population**

2.90%

	<b>population</b>	<b>0.839 per capita</b>	<b>amount paid</b>	<b>date paid</b>
<b>CLALLAM COUNTY</b>				
unincorporated	45,060		\$37,788.89	
Forks	3,635		\$3,048.44	
Port Angeles	19,620		\$16,454.02	
Sequim	7,695		\$6,453.30	
<b>GRAYS HARBOR COUNTY</b>				
unincorporated	28,410		\$23,825.62	
Aberdeen	16,880		\$14,156.16	
Cosmopolis	1,680		\$1,408.91	
Elma	3,375		\$2,830.39	
Hoquiam	8,540		\$7,161.94	
McCleary	1,790		\$1,501.16	
Montesano	4,175		\$3,501.30	
Oakville	695		\$582.85	
Ocean Shores	6,490		\$5,442.74	
Westport	2,124		\$1,781.26	
<b>JEFFERSON COUNTY</b>				
unincorporated	22,290		\$18,693.17	
Port Townsend	9,610		\$8,059.28	
<b>MASON COUNTY</b>				
unincorporated	54,760		\$45,923.65	
Shelton	10,220		\$8,570.85	
<b>PACIFIC COUNTY</b>				
unincorporated	14,710		\$12,336.32	
Ilwaco	965		\$809.28	
Long Beach	1,455		\$1,220.21	
Raymond	2,885		\$2,419.46	
SouthBend	1,625		\$1,362.78	
<b>THURSTON COUNTY</b>				
unincorporated	144,035		\$120,792.79	
Bucoda	580		\$486.41	
Lacey	51,270		\$42,996.82	
Olympia	52,770		\$44,254.77	
Rainier	2,110		\$1,769.52	
Tenino	1,840		\$1,543.09	
Tumwater	24,060		\$20,177.56	
Yelm	9,135		\$7,660.93	
<b>TOTALS</b>	<b>554,489</b>		<b>\$465,013.88</b>	<b>\$0.00</b>

**Assessments for Fiscal Year 2021  
based on 2019 population**

1.50%

	<b>population</b>	<b>0.827 per capita</b>	<b>amount paid</b>	<b>date paid</b>
<b>CLALLAM COUNTY</b>				
unincorporated	45,060		\$37,274.76	
Forks	3,635		\$3,006.96	
Port Angeles	19,620		\$16,230.15	
Sequim	7,695		\$6,365.50	
<b>GRAYS HARBOR COUNTY</b>				
unincorporated	28,410		\$23,501.46	
Aberdeen	16,880		\$13,963.56	
Cosmopolis	1,680		\$1,389.74	
Elma	3,375		\$2,791.88	
Hoquiam	8,540		\$7,064.50	
McCleary	1,790		\$1,480.73	
Montesano	4,175		\$3,453.66	
Oakville	695		\$574.92	
Ocean Shores	6,490		\$5,368.69	
Westport	2,124		\$1,757.03	
<b>JEFFERSON COUNTY</b>				
unincorporated	22,290		\$18,438.85	
Port Townsend	9,610		\$7,949.63	
<b>MASON COUNTY</b>				
unincorporated	54,760		\$45,298.84	
Shelton	10,220		\$8,454.24	
<b>PACIFIC COUNTY</b>				
unincorporated	14,710		\$12,168.48	
Ilwaco	965		\$798.27	
Long Beach	1,455		\$1,203.61	
Raymond	2,885		\$2,386.54	
SouthBend	1,625		\$1,344.24	
<b>THURSTON COUNTY</b>				
unincorporated	144,035		\$119,149.35	
Bucoda	580		\$479.79	
Lacey	51,270		\$42,411.83	
Olympia	52,770		\$43,652.66	
Rainier	2,110		\$1,745.44	
Tenino	1,840		\$1,522.09	
Tumwater	24,060		\$19,903.03	
Yelm	9,135		\$7,556.70	
<b>TOTALS</b>	<b>554,489</b>		<b>\$458,687.16</b>	<b>\$0.00</b>

**Assessments for Fiscal Year 2021  
based on 2019 population**

0.00%

	<b>population</b>	<b>0.815 per capita</b>	<b>amount paid</b>	<b>date paid</b>
<b>CLALLAM COUNTY</b>				
unincorporated	45,060		\$36,723.90	
Forks	3,635		\$2,962.53	
Port Angeles	19,620		\$15,990.30	
Sequim	7,695		\$6,271.43	
<b>GRAYS HARBOR COUNTY</b>				
unincorporated	28,410		\$23,154.15	
Aberdeen	16,880		\$13,757.20	
Cosmopolis	1,680		\$1,369.20	
Elma	3,375		\$2,750.63	
Hoquiam	8,540		\$6,960.10	
McCleary	1,790		\$1,458.85	
Montesano	4,175		\$3,402.63	
Oakville	695		\$566.43	
Ocean Shores	6,490		\$5,289.35	
Westport	2,124		\$1,731.06	
<b>JEFFERSON COUNTY</b>				
unincorporated	22,290		\$18,166.35	
Port Townsend	9,610		\$7,832.15	
<b>MASON COUNTY</b>				
unincorporated	54,760		\$44,629.40	
Shelton	10,220		\$8,329.30	
<b>PACIFIC COUNTY</b>				
unincorporated	14,710		\$11,988.65	
Ilwaco	965		\$786.48	
Long Beach	1,455		\$1,185.83	
Raymond	2,885		\$2,351.28	
SouthBend	1,625		\$1,324.38	
<b>THURSTON COUNTY</b>				
unincorporated	144,035		\$117,388.53	
Bucoda	580		\$472.70	
Lacey	51,270		\$41,785.05	
Olympia	52,770		\$43,007.55	
Rainier	2,110		\$1,719.65	
Tenino	1,840		\$1,499.60	
Tumwater	24,060		\$19,608.90	
Yelm	9,135		\$7,445.03	
<b>TOTALS</b>	<b>554,489</b>		<b>\$451,908.54</b>	<b>\$0.00</b>