

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

Finance Committee Meeting

April 14, 2021
9:00 am

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 October 14, 2020

4. **FINANCE REPORT**
 1. Third Quarter FY2021
 2. Annual Budget FY2022-Draft
 3. Annual Budget FY2022 Fund Balance-Draft
 4. FY2022 Proposed Fee Schedule-Draft
 5. ORCAA Building Expense – 5 year plan

5. **ADJOURN**

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

Finance Committee Meeting – via zoom

October 14, 2020

Members present Cynthia Pratt, City of Lacey (Chair)
 Jim Cooper, City of Olympia

Members absent Randy Neatherlin, Mason County
 Tye Menser, Thurston County

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.

There was some discussion regarding the fact that there are only 2 people in attendance. Cooper is a regular stand-in, but not an actual member. The Committee is made up of three Board members and there were no decisions to be made other than approval of the Minutes. McNair stated we would count Cooper as a member due to the fact he is Board Chair. It was again noted the committee is made up of 3 members therefore 2 is a quorum.

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

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

FINANCE REPORT

First Quarter Fiscal Year 2021

Harding explained the first quarter ended September 30, 2020. We have collected 30% of our budgeted revenues and expended about 24% of the budget authority.

Harding briefly went over the Title V program, noting we bill early in the year and the sources have an option to pay all at once or quarterly – the majority do pay quarterly. Under our NOC (construction permits) we are well ahead budget-wise. Annual Registration is also billed early in the year and we have collected 90% and we have also collected additional fees in the first weeks of October. Assessments will be billed out in January, Harding stated. Our asbestos has slowed down a bit, but we are doing ok. Harding noted we have already collected 52% of our Fines for the year. We are on target with our rental income as well.

Harding stated as for expenditures we are on target with our Payroll. On non-payroll we are slightly higher, however that is due to the annual premium payment we prepay a year in advance. Our debt service payments are made twice a year, one in December and the second in June, Harding explained. We continue expending funds in the Community Toxics and the Woodstove buyback program. McNair did add we have spent \$15,000 on our attorneys already and it is largely due to an asbestos case. We did win and the violator should be paying us \$2500.

Harding moved on to the Fund Balance explaining we started the year with \$1,721,000 and brought in \$748,000, expending \$607,000 leaving us with an ending balance \$1,862,000 at the end of the first quarter. Harding reminded the committee of the contingency funds that have been set aside by

the Board. She also noted the deficit of \$56,000 in the Title V program. The contingency and capital funds amount to \$777,000 leaving us an unreserved balance of a little over a million dollars.

Cooper asked if the Title V reserve allowed to be negative. Harding explained it is a running, cumulative fund balance and it is taken into consideration when we determine the workload and the budget costs for the following year. That amount will be added into the fees charged to the sources in the next year. If there is an overage, it would reduce the fees we charge the sources.

Cooper asked why it is negative already. McNair noted we overspent in that program last year, due to several issues. Staff was trying to get through a backlog of permits and we had an audit. We spent more than we anticipated, McNair explained. Then, before the year was up, while developing the budget for this year, we had to determine how much to charge our sources in 2021 however we didn't expect the amount of work that has been expended so we undercharged. The funds will be recovered in 2022. Cooper asked if there is a required amount to be held in reserve. Harding explained we estimate the workload and revenue to support the workload and if the workload is higher due to unknown factors, the expenditures will be higher. Harding did explain we started 2020 with a positive \$41,000 in our Title V reserve and we used all those funds and some.

McNair did note we knew we were starting out a bit short, partly due to be sensitive to the sources. We didn't want to raise the fees to high in such a difficult year. Cooper did ask why the sources aren't just billed the fees as they are needed. Cooper asked if sources pay their own renewal costs. Harding stated they do not, the fees are divided up among the sources on an annual basis. Cooper asked if the fees are set by law, or can we have sources pay for their renewal. McNair thought the calculation of the fees are set by law.

There was discussion regarding which funds are Board approved and which are for staff to use without Board approval. It was noted the Title V funds and the Security Deposits need to be accessed by staff and do not need Board approval to use.

Cooper asked staff to send him the rules that govern Title V fees. Cooper wanted to know how the fees are allocated—is it Board policy, Federal Contract or some CFR. McNair stated we can also have staff come in and explain the program in a bit more detail. There was nothing further for the committee.

The meeting adjourned at 9:39 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 October 14, 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 2021

Comparison
FY2021 | **FY2020**
9-mos = 75%

Revenue	Fiscal Year 2020	Fiscal Year 2021	7/1/2020-03/31/2021	Difference	Comparison	
	Fiscal Year Actuals	Approved Annual Budget	Year To Date Actual		FY2021	FY2020
AOP (Title V)	\$ 378,083.33	\$ 399,625.00	\$ 406,859.71	\$ 7,234.71	102%	95%
NOC - Major/Minor	134,984.80	107,000.00	201,734.21	94,734.21	189%	91%
NOI - Major/Minor	7,773.00	4,500.00	1,300.00	(3,200.00)	29%	363%
Annual Registration	396,502.33	397,944.00	388,174.42	(9,769.58)	98%	104%
Assessments	446,188.11	451,908.00	451,908.00	0.00	100%	100%
ECY Oversight	12,326.05	12,000.00	11,500.00	(500.00)	96%	82%
Asbestos	127,199.00	122,000.00	107,038.00	(14,962.00)	88%	73%
Land Clearing	31,909.25	15,500.00	22,829.50	7,329.50	147%	135%
Woodstove Education Grant	9,939.00	9,939.00	6,035.79	(3,903.21)	61%	62%
Woodsmoke Reduction Grant	168,816.08	160,000.00	117,722.08	(42,277.92)	74%	91%
Ecology Monitoring (PM2.5)	13,500.00	13,500.00	6,784.00	(6,716.00)	50%	100%
EPA - Cheeka Peak Grant	95,407.34	86,077.00	51,124.71	(34,952.29)	59%	93%
Community Scale Air Toxics	167,453.97	34,000.00	37,733.00	3,733.00	111%	170%
CORE-Federal	181,192.00	187,094.00	100,703.00	(86,391.00)	54%	57%
CORE-State	131,211.00	135,372.00	72,808.00	(62,564.00)	54%	58%
EFSEC	32,461.00	26,565.00	21,224.00	(5,341.00)	80%	83%
Fines (Public Education)	66,207.16	55,000.00	137,719.62	82,719.62	250%	90%
Investment Income	34,923.39	25,000.00	12,458.20	(12,541.80)	50%	130%
Miscellaneous Revenue	1,889.93	1,000.00	804.95	(195.05)	80%	30%
Building/Rental Income	60,037.00	61,300.00	43,758.00	(17,542.00)	71%	75%
Residual Funds-Reserve-Admin.	0.00	257,638.00	0.00	(257,638.00)	0%	0%
Residual Funds-Reserve-Title V	0.00	0.00	0.00	0.00	0%	0%
Total Revenue	\$ 2,498,003.74	\$ 2,562,962.00	\$ 2,200,219.19	\$ (362,742.81)	86%	87%

		YTD
		FY2021
		Revenue
58%	Fees	\$ 1,277,155.46
19%	Grants*	414,134.58
21%	Assessments	451,908.00
3%	Other	57,021.15
0%	Reserves	0.00
100%		\$ 2,200,219.19
	* Grants-Fed	196,344.71
	* Grants-State	217,789.87

Expenditures	Fiscal Year 2020	Fiscal Year 2021	7/1/2020-03/31/2021	Difference	Comparison	
	Fiscal Year Actuals	Approved Annual Budget	Year To Date Actual		FY2021	FY2020
Salaries	\$ 1,477,803.24	\$ 1,497,127.00	\$ 1,123,333.18	\$ (373,793.82)	75%	75%
Personnel Benefits	505,310.18	559,627.00	381,710.30	(177,916.70)	68%	68%
Total Payroll	1,983,113.42	2,056,754.00	1,505,043.48	(551,710.52)	73%	73%
Office Supplies/Sm Equip.	\$ 5,167.88	\$ 9,414.00	\$ 3,947.09	\$ (5,466.91)	42%	49%
Gasoline Vehicles	4,624.65	5,400.00	2,138.03	(3,261.97)	40%	68%
Computer Hard/Soft.	8,530.12	13,422.00	9,088.57	(4,333.43)	68%	53%
Bd. Prof. Ser. & Travel Reimb.	835.48	1,200.00	0.00	(1,200.00)	0%	21%
Training & Conferences	10,245.24	13,000.00	1,917.00	(11,083.00)	15%	79%
Professional Srs.	49,999.15	43,800.00	34,798.61	(9,001.39)	79%	71%
Telephone	11,837.82	14,000.00	9,587.22	(4,412.78)	68%	60%
Postage	5,358.80	4,600.00	3,685.00	(915.00)	80%	86%
Insurance (Bldg, Veh, Staff)	30,138.00	32,000.00	33,509.00	1,509.00	105%	104%
Wellness Program	236.27	400.00	304.85	(95.15)	76%	59%
Public Education	11,941.91	10,000.00	2,747.84	(7,252.16)	27%	91%
Miscellaneous	57.86	900.00	36.00	(864.00)	4%	6%
Dues & Subscriptions	3,748.81	3,300.00	2,569.00	(731.00)	78%	78%
Audit/Acctg	6,722.02	23,000.00	7,822.24	(15,177.76)	34%	68%
Printing	426.27	0.00	0.00	0.00	0%	0%
Rent-Satellite Office	2,400.00	2,400.00	2,000.00	(400.00)	83%	83%
Maintenance - Copier	1,373.14	1,800.00	865.06	(934.94)	48%	61%
Vehicle Purchase	0.00	20,000.00	0.00	(20,000.00)	0%	0%
Maintenance - Vehicles	1,411.61	2,000.00	165.76	(1,834.24)	8%	39%
Total Non-P/R	155,055.03	200,636.00	115,181.27	(85,454.73)	57%	63%
Principal/Interest - Office Bldg	\$ 44,914.45	\$ 45,500.00	\$ 43,569.76	\$ (1,930.24)	96%	94%
Alarm Monitoring/Security	1,184.52	2,000.00	1,163.76	(836.24)	58%	50%
Utilities	13,077.72	14,000.00	10,723.87	(3,276.13)	77%	72%
Janitorial & Supplies	7,700.42	10,200.00	7,794.00	(2,406.00)	76%	100+%
Maintenance - Office Bldg.	6,768.20	6,000.00	2,254.75	(3,745.25)	38%	88%
Leasehold Improvements	0.00	30,000.00	0.00	(30,000.00)	0%	0%
Total Bldg. Oper./Maintenance	73,645.31	107,700.00	65,506.14	(42,193.86)	61%	79%
WoodSmoke Reduction/Bounty	\$ 123,050.00	\$ 135,000.00	\$ 108,300.00	\$ (26,700.00)	80%	106%
ECY Oversight Fees	12,326.00	12,000.00	11,500.00	(500.00)	96%	82%
Monitor. Equip./CPO	33,564.67	33,400.00	24,088.52	(9,311.48)	72%	78%
Community Scale Air Toxics	53,049.44	12,447.00	168.01	(12,278.99)	1%	112%
Monitoring-General	628.46	5,025.00	1,939.18	(3,085.82)	39%	13%
Security Deposit Refunds	903.13	0.00	0.00	0.00	n/a	n/a
Total Non-Admin. Operational	223,521.70	197,872.00	145,995.71	(48,790.47)	74%	46%
Grand Total Expenditures	\$ 2,435,335.46	\$ 2,562,962.00	\$ 1,831,726.60	\$ (728,149.58)	71%	76%
Net Income (Deficit)	\$ 62,668.28		\$ 368,492.59			

		YTD
		FY2021
		Expenditures
82%	Payroll	1,505,043.48
6%	Non Payroll	115,181.27
4%	Bldg/Capital	65,506.14
8%	Operating	145,995.71
100%	Total	\$ 1,831,726.60

Expenses exceeding 10% of a budget category (within each sub-category: P/R, Non-P/R, Bldg, Operating) requires board approval.

Includes Amendment #001

OLYMPIC REGION CLEAN AIR AGENCY
FUND BALANCE - Actual - Fiscal Year 2021
For The Period Ending March 31, 2021

BEGINNING Fund Balance 07/01/2020

Plus : Revenue Fiscal Year

Less: Expenditures Fiscal Year

ENDING Fund Balance 03/31/2021

General Fund Balance applied to FY Budget

Title V Funds applied to FY Budget

General Fund	
\$	1,721,076
\$	2,200,219
\$	(1,831,727)
\$	2,089,569
\$	- TBD
\$	- TBD
\$	(56,282)
\$	1,312,180

<i>*SAO</i>
<i>Classifications:</i>
<i>Committed</i>
<i>Restricted</i>
<i>Assigned</i>
<i>Committed</i>
<i>Committed</i>
<i>Committed</i>
<i>Committed</i>
<i>Unassigned</i>

Fund Balance ALLOCATIONS-

Contingency Funds

Less: Expense Contingency (20% FY Budget less Title V)

Less: Title V

Less: Tenants Security Deposits

Less for Office Building

Less for Monitoring Equipment

Less for Database / Equipment

Less for Vacation/Sick Leave/Comp

Acctg Chart of Accts #

1021

1025

1040

1022

1023

1024

1027

\$	391,963
	See Below
\$	5,575
\$	60,000
\$	20,000
\$	145,000
\$	211,133

Contingency &
Capital Funds
\$ 833,671

Unassigned

Title V Reserve (due Ggeneral Fund)

Unassigned

Ending UNRESERVED Fund Balance

3/31/2021

"Operating Contingency Funds" defined.....

An amount established by board direction.

"Capital Funds" defined.....

An amount established by board direction to save for specific long-term capital expenditures (bldg, equipment, database).

"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.**

4/6/2021

*06/30/2020 SAO established five new categories for reporting cash and investments

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

*ESTIMATED YR END
 (as of 04/06/21-lmb)

DRAFT 04/14/2021

	Column 1	Column 2	Column 2a	Column 3	Column 4
	Actual FY 2020	Current Budget FY 2021	ESTIMATED thru 06/30/2021	Proposed FY 2022	Projected FY 2023
GRANTS					
Core-Federal	\$ 181,192.00	\$ 187,094.00	\$ 164,703.00	\$ 187,095.00	\$ 187,095.00
Core-State	131,211.00	135,372.00	119,152.00	135,371.00	135,371.00
PM Agreements:					
Ecology Monitoring	13,500.00	13,500.00	13,500.00	13,500.00	13,500.00
CPO Project w/EPA-Maintenance & Operations	95,407.34	86,077.00	80,906.00	86,077.00	86,077.00
Community Scale Air Toxics	167,453.97	34,000.00	37,733.00	-	-
Woodstove Reduction & Bounty Program w/Ecology	168,816.08	160,000.00	156,622.00	150,000.00	150,000.00
Woodstove Grant	9,939.00	9,939.00	9,939.00	9,939.00	9,939.00
FEES					
Assessments	\$ 446,188.11	\$ 451,908.00	\$ 451,908.00	\$ 464,582.00	\$ 471,086.15
Title V					
Title V Current Year Workload	378,083.33	399,625.00	422,747.00	457,225.00	527,305.00
Title V Repayment to General Fund	-	-	-	113,850.00	-
Title V Contingency Fund	-	-	-	30,000.00	30,000.00
EFSEC	32,461.00	26,565.00	23,962.00	47,395.00	38,085.00
Ecology Oversight	12,326.05	12,000.00	11,500.00	15,000.00	15,000.00
Annual Registration	396,502.33	397,944.00	389,179.00	387,000.00	392,418.00
NOC - NSR	134,984.80	107,000.00	219,734.00	140,000.00	141,960.00
NOI - Major/Minor	7,773.00	4,500.00	1,300.00	1,000.00	1,014.00
Outdoor Burning	-	-	-	-	-
Asbestos	127,199.00	122,000.00	140,038.00	125,000.00	126,750.00
Land Clearing	31,909.25	15,500.00	28,830.00	20,000.00	20,280.00
OTHER					
Fines	\$ 66,207.16	\$ 55,000.00	\$ 149,720.00	\$ 55,000.00	\$ 55,000.00
Investment Interest	34,923.39	25,000.00	15,308.00	15,000.00	15,000.00
Miscellaneous Income	1,889.93	1,000.00	1,005.00	500.00	500.00
Building Income	60,037.00	61,300.00	58,404.00	58,584.00	59,404.18
CONTINGENCY FUNDS					
General Fund Contingency Draw	\$ -	\$ 257,638.14	\$ -	\$ 183,011.28	\$ 140,105.95
TOTAL REVENUE					
	\$ 2,498,003.74	\$ 2,562,962.14	\$ 2,496,190.00	\$ 2,695,129.28	\$ 2,615,890.27
General Fund Contingency Draw	\$ -	\$ 257,638.14	\$ -	\$ 183,011.28	\$ 140,105.95
Title V Contin. Build & Gen Fund Reimbursement	\$ -	\$ -	\$ -	\$ 143,850.00	\$ 30,000.00
Actual Revenue	\$ -	\$ 2,305,324.00	\$ 2,496,190.00	\$ 2,368,268.00	\$ 2,445,784.32
Expenses		\$ 2,562,962.14	\$ 2,496,190.00	\$ 2,551,279.28	\$ 2,585,890.27
PAYROLL					
Salaries	\$ 1,477,803.24	\$ 1,497,127.00	\$ 1,487,122.00	\$ 1,531,886.00	\$ 1,553,332.40
Employee Benefits	505,310.18	559,627.14	515,210.00	527,786.28	543,619.87
Sub-Total P/R Expenses	\$ 1,983,113.42	\$ 2,056,754.14	\$ 2,002,332.00	\$ 2,059,672.28	\$ 2,096,952.27
NON-PAYROLL					
Office Supplies/Sm Supply Purchases/Safety	\$ 5,167.88	\$ 9,414.00	\$ 5,247.00	6,045.00	6,000.00
Gasoline Vehicles	4,624.65	5,400.00	2,813.00	5,200.00	5,200.00
Computer Hard/Soft./Supplies	8,530.12	13,422.00	15,489.00	15,707.00	16,000.00
Bd. Prof. Ser. & Travel Reimb.	835.48	1,200.00	-	1,200.00	1,200.00
Staff Training & Conferences & Travel	10,245.24	13,000.00	4,917.00	15,000.00	13,000.00
Professional Srs.	49,999.16	43,800.00	50,899.00	56,200.00	56,000.00
Telephone	11,837.82	14,000.00	13,687.00	15,000.00	15,000.00
Database	-	-	-	-	-
Postage	5,358.80	4,600.00	4,960.00	4,800.00	4,900.00
Insurance (Bldg, Veh, Staff)	30,138.00	32,000.00	33,509.00	35,520.00	37,650.00
Wellness Program	236.27	400.00	400.00	400.00	400.00
Public Education	11,941.91	10,000.00	5,998.00	7,250.00	7,300.00
Miscellaneous	57.86	900.00	111.00	600.00	600.00
Dues & Subscriptions	3,748.81	3,300.00	3,614.00	3,900.00	3,900.00
Audit/Acctg	6,722.02	23,000.00	23,622.00	8,100.00	24,100.00
Printing (included with Public Education)	426.27	-	-	-	-
Rent-Satellite Office	2,400.00	2,400.00	2,600.00	2,400.00	2,400.00
Maintenance - Copier	1,373.14	1,800.00	1,240.00	1,600.00	1,600.00
Vehicle Purchase	-	20,000.00	-	20,000.00	-
Maintenance - Vehicles	1,411.61	2,000.00	765.00	2,000.00	2,000.00
Sub-Total Administrative Expenses	\$ 155,055.04	\$ 200,636.00	\$ 169,871.00	\$ 200,922.00	\$ 197,250.00
OFFICE BLDG. OPERATING					
Interest Expense & Principal - Office Bldg.	\$ 44,914.45	\$ 45,500.00	\$ 44,890.00	\$ 45,109.00	\$ 45,600.00
Utilities/Alarm Monitoring	14,262.24	16,000.00	15,688.00	17,000.00	17,000.00
Janitorial Supplies	7,700.42	10,200.00	10,494.00	12,386.00	12,588.00
Maintenance Office Bldg.	6,768.20	6,000.00	4,405.00	11,200.00	10,000.00
Leasehold Improvements	-	30,000.00	-	30,000.00	31,000.00
Sub-Total Office Building Operating	\$ 73,645.31	\$ 107,700.00	\$ 75,477.00	\$ 115,695.00	\$ 116,188.00
NON-ADMINISTRATIVE-OPERATING					
Woodstove Reduction Program/Bounty	\$ 123,050.00	\$ 135,000.00	\$ 123,150.00	\$ 120,000.00	\$ 120,000.00
DOE Oversight Fees	12,326.00	12,000.00	11,500.00	15,000.00	15,000.00
Monitoring Program - CPO	33,564.67	33,400.00	30,089.00	34,500.00	35,000.00
Community Scale Air Toxics	53,049.44	12,447.00	168.01	-	-
Monitoring Programs	628.46	5,025.00	5,138.00	5,490.00	5,500.00
Security Deposit Refunds	903.13	-	305.00	-	-
Sub-Total Non-Administrative - Operating	\$ 223,521.70	\$ 197,872.00	\$ 170,350.01	\$ 174,990.00	\$ 175,500.00
TOTAL EXPENDITURES					
	\$ 2,435,335.47	\$ 2,562,962.14	\$ 2,418,030.01	\$ 2,551,279.28	\$ 2,585,890.27
Net Surplus (Deficit)	\$ 62,668.27	\$ -	\$ 78,159.99	\$ 143,850.00	\$ 30,000.00
Breakdown of Net Surplus (Deficit):					
Net Surplus (Deficit) to General Fund FY2020	\$ 62,668.27				
Net Surplus (Deficit) to General Fund FY2021		\$ 78,159.99			
Net Surplus (Deficit) to General Fund FY2022				\$ 113,850.00	
Net Surplus (Deficit) to Title V Contingency FY2022				\$ 30,000.00	
Net Surplus (Deficit) to Title V Contingency FY2023					\$ 30,000.00
	\$ 62,668.27	\$ -	\$ 78,159.99	\$ 143,850.00	\$ 30,000.00
4/6/2021					
Population	547,470	554,488			
Per Capita Assessment	0.815	0.815		0.827	0.839

Expenses exceeding 10% of a budget category (within each sub-category: P/R, Non-P/R, Bldg, Operating) requires board approval.

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

DRAFT 04/14/2021

*ESTIMATED YR END
(as of 04/06/21-lmh)

	Actual FY 2020 General Fund	Current Budget FY 2021 General Fund	Proposed FY 2022 General Fund	Projected FY 2023 General Fund
	July 1, 2019	July 1, 2020	July 1, 2021	July 1, 2022
BEGINNING Fund Balance.....	\$ 1,658,408	\$ 1,721,076	\$ 1,799,236	\$ 1,616,225
Plus : Revenue Fiscal Year	\$ 2,498,004	\$ 2,496,190	\$ 2,368,268	\$ 2,445,784
Less : Expenditures Fiscal Year	\$ (2,435,335)	\$ (2,418,030)	\$ (2,551,279)	\$ (2,585,890)
ENDING Fund Balance 06/30/20xx.....	\$ 1,721,076	\$ 1,799,236	\$ 1,616,225	\$ 1,476,119
Year End	6/30/2020	6/30/2021	6/30/2022	6/30/2023
General Fund Contingency Draw applied to FY Budget	Zero	Zero	\$ 183,011	\$ 140,106
Title V Funds applied to FY Budget	Zero	Zero	Zero	Zero
Fund Balances (Fiscal Year-End):				
Contingency & Capital Funds				
Committed Less: Expense Contingency (20% FY Budget less Title V Exps)	\$ 391,963	\$ 432,667	\$ 393,301	\$ 395,826
Restricted Less: Title V (10% Est.)	See Below	See Below	\$ 30,000	\$ 60,000
Assigned Less: Tenants Security Deposits	\$ 5,575	\$ 5,400	\$ 5,400	\$ 5,400
Capital Funds				
Committed Less for Office Building	\$ 30,000	\$ 60,000	\$ 90,000	\$ 120,000
Committed Less for Monitoring Equipment	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Committed Less for Database/Equipment	\$ 110,000	\$ 145,000	\$ 180,000	\$ 215,000
Unassigned Less for Vacation/Sick Leave	\$ 211,133	\$ 230,000	\$ 232,000	\$ 234,000
Committed/Restricted/Reserved Contingency Funds	\$ 768,671	\$ 893,067	\$ 950,701	\$ 1,050,226
Contingency Fund				
Title V Program (due General Fund)	\$ (56,282)	\$ (113,850)	\$ -	\$ -
UNRESERVED Fund Balance	\$ 1,008,687	\$ 1,020,019	\$ 665,524	\$ 425,893
Year End	6/30/2020	6/30/2021	6/30/2022	6/30/2023

*SAO
Classifications:
Committed
Restricted
Assigned
Committed
Committed
Committed
Unassigned

ORCAA Long Term Liabilities...	Balance 6/30/20	Balance 6/30/21	Balance 6/30/22	Balance on 6/30/23
-Office Building, Promissory Note to be paid 12/1/2022 Interest rate 2.491%, no penalty early payoff	\$135,579	\$90,706	\$45,597	\$0
-Dept. of Retirement Systems, Pension Liability Proportionate share of collective pension amounts-ESTIMATED	\$495,663	\$500,000	\$500,000	\$500,000

"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. (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".

4/6/2021 ***The total Fund Balance includes all funds on deposit at the bank.**

**Assessments for Fiscal Year 2022
based on 2020 population**

	population	0.826 per capita	amount paid	date paid
CLALLAM COUNTY				
unincorporated	45,520	\$37,618.18		
Forks	3,680	\$3,041.19		
Port Angeles	19,710	\$16,288.54		
Sequim	7,860	\$6,495.58		
GRAYS HARBOR COUNTY				
unincorporated	28,675	\$23,697.31		
Aberdeen	16,890	\$13,958.06		
Cosmopolis	1,695	\$1,400.76		
Elma	3,410	\$2,818.06		
Hoquiam	8,540	\$7,057.54		
McCleary	1,815	\$1,499.93		
Montesano	4,175	\$3,450.26		
Oakville	695	\$574.35		
Ocean Shores	6,690	\$5,528.68		
Westport	2,135	\$1,764.39		
JEFFERSON COUNTY				
unincorporated	22,525	\$18,614.89		
Port Townsend	9,665	\$7,987.25		
MASON COUNTY				
unincorporated	55,260	\$45,667.42		
Shelton	10,390	\$8,586.40		
PACIFIC COUNTY				
unincorporated	14,770	\$12,206.08		
Ilwaco	965	\$797.49		
Long Beach	1,550	\$1,280.94		
Raymond	2,910	\$2,404.85		
SouthBend	1,645	\$1,359.44		
THURSTON COUNTY				
unincorporated	145,300	\$120,077.37		
Bucoda	580	\$479.32		
Lacey	52,910	\$43,725.35		
Olympia	54,150	\$44,750.10		
Rainier	2,210	\$1,826.37		
Tenino	1,850	\$1,528.86		
Tumwater	24,600	\$20,329.69		
Yelm	9,400	\$7,768.25		
TOTALS	562,170	\$464,582.91	\$0.00	\$464,582.91

0.815 0.014 ENTER NEW CPI for year

check balance

* -copy to City Clerk

* -copy to Marilyn Lewis, 100 W Broadway Suite 33, Montesano

* -copy to City of Ilwaco Treasurer

0.00

3/25/2021 DRAFT-Included in FY22 Budget	
ORCAA AOP FEES - FY2022	
ENTER: Annual Net Cost	\$601,075
No. of AOP sources	11

Make sure cell B3 has the most current Annual Net Cost
To insert a new source, enter 0.000001 Ton if no previous emissions, copy in formulas
Use most current EI

Source Name	ENTER EI Year 2020		Facility Fee	EU Fee		Emissions Fee		Fee Amount FY22	Invoiced in FY21	Change
	Emission Units #	Actual Emissions Tons		Unit Fee	Total Fee	Unit Fee	Total Fee			
	Aquatic Co.	4		11	\$18,214.40	\$3,853.05	\$15,412.18			
Crown Cork and Seal	4	225	\$18,214.40	\$15,412.18	\$39,064.68		\$72,691.26	\$53,416.57	\$19,274.69	
McKinley Paper Company	6	49	\$18,214.40	\$23,118.28	\$8,507.42		\$49,840.09	\$35,069.13	\$14,770.96	
Paneltech	7	39	\$18,214.40	\$26,971.32	\$6,771.21		\$51,956.93	\$38,891.74	\$13,065.19	
Sierra Pacific Ind - Aberdeen Lumber	5	125	\$18,214.40	\$19,265.23	\$21,702.60		\$59,182.23	\$43,630.38	\$15,551.85	
Sierra Pacific Ind - Aberdeen Cogen	3	137	\$18,214.40	\$11,559.14	\$23,786.05		\$53,559.58	\$37,271.90	\$16,287.68	
Sierra Pacific Ind - Shelton	7	254	\$18,214.40	\$26,971.32	\$44,099.68		\$89,285.40	\$63,546.62	\$25,738.78	
Simpson Door - McCleary	4	62	\$18,214.40	\$15,412.18	\$10,764.49		\$44,391.07	\$32,882.48	\$11,508.59	
Westport LLC	4	4	\$18,214.40	\$15,412.18	\$694.48		\$34,321.07	\$25,511.27	\$8,809.79	
Weyerhaeuser Raymond	5	124	\$18,214.40	\$19,265.23	\$21,528.98		\$59,008.61	\$43,235.49	\$15,773.12	
Interfor - Port Angeles	3	124	\$18,214.40	\$11,559.14	\$21,528.98		\$51,302.51	\$0.00	\$51,302.51	
TOTALS	52	1154	\$200,358.39		\$200,358.39		\$200,358.39	\$601,075.17	\$399,625.00	\$13,649.79

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Notes:

Annual Net Cost = (Total Facility Fees for all AOP + Total Equipment Fees for all AOP + Total Emissions Fees for all AOP) Each term is 1/3 of the Annual Net Cost
The total cost of the AOP program was based on a workload analysis
n = Total number of Operating Permit Program sources in the Authority's jurisdiction
U_{total} = Total number of emission units located at Operating Permit Program sources in the Authority's jurisdiction
U_{source} = Number of emission units at the specific source
E_{total} = Total, actual annual emissions of the air pollutants listed in Table 6.2 from Operating Permit Program sources based on the Authority's most recent emissions inventory
E_{source} = Total, actual annual emissions of the air pollutants listed in Section 6.03 (e) form the specific source for the most recent calendar year.
Annual Net Cost = Projected net annual cost, based on work load analysis, as approved by the Authority's Board of Directors for the state fiscal year being invoiced:
Facility Fee = Annual Net Cost ÷ 3 ÷ n
Equipment Fee = [Annual Net Cost ÷ 3 ÷ U_{total}] x U_{source}
Emissions Fee = [Annual Net Cost ÷ 3 ÷ E_{total}] x E_{source}
U = Emission Unit: sec. 6.00 Definitions: means any part of a source which emits or has the potential to emit any pollutant subject to regulation.
Regulated Pollutants: sec. 6.02 Table 6.2: Regulated Pollutants used for fee: Total Particulates (TSP or PM), Sulfur Oxides SOX (would included SO₃), NOX, VOC or TAP, NOT CO
Emission unit = Emission Unit as listed in Air Operating Permit
Facility Fee, Equipment Fee, & Emission Fee were rounded to the nearest whole number.
Invoices are printed from the Access Database. Because of differences in numeric precision, the back calculation of unit fees & emission fee, the amount invoiced may differ slightly from this spreadsheet.
Fee Pollutants: PM, SOX, NOX, VOC, TAP which are not VOC's
FY = State Fiscal Year

Agricultural Burning Fee Schedule

Effective July 1, 2020~~1~~

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.

Land Clearing Burning Fee Schedule

Effective July 1, 20201

Land Clearing Burning Permit Fee – ORCAA Rule 3.4

The Land Clearing Burn Permit fee shall be \$~~112-113~~ for one acre or less. For greater than one acre, the fee will be \$~~112-113~~ per acre cleared, rounded to the nearest full acre.

Asbestos and Demolition Fee Schedule

Effective July 1, 20201

Asbestos and Demolition Fees – ORCAA Rule 3.5(b)

ASBESTOS PROJECT	Notification Fee
Single Family Residential	\$ 3940
10 - 259 linear feet or 48 - 159 square feet	\$ 467170
260 - 999 linear feet or 160 - 4,999 square feet	\$ 363368
1,000 - 9,999 linear feet or 5,000 - 49,999 square feet	\$ 725736
10,000+ linear feet or 50,000+ square feet	\$ 44511471
Annual Notification (limited to 260 linear feet or 160 square feet maximum)	\$ 558566
Emergency	\$ 5657 plus notification fee

DEMOLITION PROJECT	Notification Fee
Single Family Residents (AHERA Survey Required)	\$ 3940
Commercial Structure (AHERA Survey Required)	\$ 6768
Emergency Project	\$ 5657 plus notification fee

Olympic Region Clean Air Agency Fee Schedules

Effective July 1, 20201

Registration Fee Schedule

Registration Fee - ORCAA Rule 3.1 (b)

Registration Class (RC)	Registration Class Fee Amount	Emission Fee
RC1	\$ 4813 <u>1839</u>	\$ 56 <u>57</u> per ton
RC2	\$ 4618 <u>1641</u>	\$ 56 <u>57</u> per ton
RC3	\$ 4451 <u>1471</u>	\$ 56 <u>57</u> per ton
RC4	\$ 670 <u>679</u>	N/A
RC5	\$ 268 <u>272</u>	N/A

Re-inspection fee ORCAA Rule 3.1(i)

Re-inspection fee	\$ 112 <u>113</u> per inspection
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Notice of Construction (NOC) Fee Schedule

Effective July 1, 2020~~1~~

NOC Fees - ORCAA Rule 3.3(a)

	Filing Fee
+	Additional NOC Processing Fees
+	<u>Other Costs</u>
	NOC Fee

Filing Fee - ORCAA Rule 3.3(b)

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

Complexity Fee

Complexity Level 1	\$ 11281144
Complexity Level 2 ¹	\$ 22572289
Complexity Level 3 ¹	\$ 37753828
Complexity Level 4 ¹	\$ 91359263

Equipment Fee

Equipment/Activity	Fee	Base-Fee Hours
Abrasive Blasting	\$ 433440	5
Asphalt Plant	\$ 32103254	37
<i>Combustion Equipment not otherwise listed (Million Btu/hr heat input at design capacity)</i>		
Less than 10	\$ 868880	10
10 or more but less than 30	\$ 10411056	12
30 or more but less than 100	\$ 22552287	26
More than 100	\$ 60726157	70
Temporary Combustion Equipment (Onsite < 1 year)	One half the filing fee	One half the base-fee hours
Small Combustion Equipment In-Kind Replacement – Replacement of small combustion equipment with a unit of same or smaller size, combusting the same or cleaner fuel. May be used for combustion equipment less than 30 MMBtu/hr. All other In-Kind Replacements use regular Combustion Equipment fees listed.	One half the filing fee	One half the base-fee hours
Coffee Roaster	\$ 607615	7
<i>Composting Operation (Average material throughput – tons per day)</i>		
Less than 50	\$ 11281144	13
50 or more but less than 200	\$ 19952023	23
More than 200	\$ 29492991	34
Concrete Batch Plant	\$ 17351759	20

Crematory	\$ <u>955968</u>	11
Dry Cleaner (per machine)	\$ <u>607615</u>	7
Dry Kilns	\$ <u>11281144</u>	13
Emergency Engine (per engine) ≤ 2000bhp	\$ <u>607615</u>	7
Emergency Engine (per engine) ≥ 2000bhp	\$ <u>780791</u>	9
Non-Emergency Engine (per engine)	\$ <u>11281144</u>	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 applicable filing fee	One half the base-fee hours
Gasoline Dispensing Station	\$ <u>868880</u>	10
Gasoline Dispensing Station – Stage 2 Removal Only	\$ <u>520527</u>	6
Log yard	\$ <u>607615</u>	7
Printing	\$ <u>607615</u>	7
Process Equipment ≤20,000 cubic feet per minute at design capacity	\$ <u>868880</u>	10
Rock Crushing Plant – includes General Order	\$ <u>433440</u>	5
Soil Remediation	\$ <u>11281144</u>	13
Spray Painting – Autobody (per operation/booth)	\$ <u>694703</u>	8
Surface Coating – Aviation, Wood, Truck Bed Lining, Boat, Other (per operation/booth)	\$ <u>868880</u>	10
Storage Tanks ≤10,000-gallon total capacity (other than at retail gasoline dispensing stations)	\$ <u>780791</u>	9
Wastewater Treatment Plant	\$ <u>18211847</u>	21
Welding	\$ <u>868880</u>	10

Other Not Classified Above

Equipment/Activity	Fee	Base-Fee Hours
Other Equipment - Small ²	\$ <u>433440</u>	5
Other Equipment - Medium ²	\$ <u>12151232</u>	14
Other Equipment - Large ²	\$ <u>29492991</u>	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(l) - 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 NOC	\$ <u>694703</u>	8
Change in Conditions per ORCAA Rule 6.1.11 NOC/NOR	\$ <u>607615</u>	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	\$ <u>86.7487.95</u>
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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 or Voluntary Limit per Rule 6.1.12 (SMO)

Fees	Fee	Base-Fee Hours
Filing Fee	\$ 1215 1232	14
Additional processing costs above base-fee hours	\$ 86.7487 95/hr	
Actual legal notice fees	Actual cost	
Actual ORCAA legal fees	Actual cost	

¹Complexity – 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.

Level 1-limited to this list

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

Level 2

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

Level 3

- Combustion Equipment 30-100 MMBtu/hr
- Compost 50-200 tons/day

Level 4

- Asphalt Plant
- Combustion Equipment >100 MMBtu/hr

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, 20201

NOI Fees - ORCAA Rule 3.6(a)

Category	Fee
Asphalt Plant	\$ 3432 <u>3480</u>
Boiler	\$ 1004 <u>1018</u>
Concrete Batch Plants	\$ 657 <u>666</u>
Nonroad Engines	\$ 917 <u>930</u>
Rock Crushers	\$ 1177 <u>1194</u>
Other Equipment Not Classified Above	\$ 938 <u>951</u>

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)	\$ 520 <u>527</u>
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	\$ 86.7487 <u>86.7487</u> /hr

NOI Fees - ORCAA Rule 3.6(a) – Exemption under ORCAA Rule 6.1(b)(3)

Gasoline Dispensing Facilities qualifying for exemption from New Source Review under ORCAA Rule 6.1(b)(3)	\$ 260 <u>263</u>
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ORCAA

Office Building Maintenance		Within # Year(s)	ESTIMATED COSTS	
Exterior				
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	\$ 4,000	Clean up, & \$250/mo x 8
replace windows as needed		5	\$ -	
Ste A entry; concrete work to prevent/eliminate water puddling at entrance		1	\$ 3,500	
Interior				
repair/replace front entry door Suite A		1	\$ 1,750	
replace front entry floor Suite A south side of building with tile flooring		1	\$ 1,500	
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	(est. \$400/per suite)
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	
HVAC				
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	\$ 10,000	
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		
Other				
purchase new conference room chairs				
new street sign on Limited Lane (including improved access to change out tenant names)				
consider card key entry lock system or keyless system (move away from traditional key lock system)				
Pros: keyless, code access, virtual keys, monitoring access				Cons: Hackers, forgetting code, install costs, power failure