



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

AGENDA of April 12, 2023 * 9:00 a.m.
Finance Committee Meeting

ORCAA's meeting will be available virtually

If you would like to participate in the meeting via Zoom video conference, visit <https://us02web.zoom.us/j/88654004897?pwd=NklnZCtIUUtPY25UTIFWbG96eXEyQT09> join with Meeting ID: 886 5400 4897 and Passcode: N5MiRD

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

Be courteous – mute your mic if not speaking

CALL TO ORDER

APPROVAL OF AGENDA (*action item*)
(Ask for any corrections, additions/omissions)

APPROVAL OF MINUTES (*action item*)

1. [Minutes of February 8, 2023](#)

FINANCE REPORT

1. [FY2023 3rd Quarter Report](#)

NEW BUSINESS

1. [FY2024 Draft Budget](#)

GOOD OF THE ORDER

ADJOURNMENT

NEXT MEETING – May 10, 2023 – 9:00 a.m.

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

Finance/Personnel Committee Meeting – Hybrid via Zoom
March 8, 2023

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

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

Members Absent:

Legal Counsel:

Staff Present: Jeff Johnston, Executive Director (via Zoom); Lynn Harding, Financial Services
Manager (via Zoom), Dan Nelson, Communications Manager (via Zoom)

The meeting was called to order at 9:01 am.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Brotherton asked for approval of the Personnel Minutes of January 11, 2023. Cooper moved approval, motion was seconded and carried unanimously. Brotherton asked for approval of the Finance Minutes of February 8, 2023. Cooper moved approval, the motion was seconded and carried unanimously.

NEW BUSINESS

Brotherton asked if this presentation will be what is going to be presented to the full Board in April. Johnston explained the goal today is to walk through the slides and have a discussion with regards to getting direction from the Finance Committee. Johnston noted we need direction for our budget.

Johnston did note we need to discuss what the committee would like to take to the full Board at the April meeting.

Presentation by Compensation Connections

Shannon Drohman and Kathy Marek were representing Compensation Connections. Drohman went through the slides provided to the committees. Regarding the Market Data Sources, Neatherlin noted ORCAA represents more than just Thurston County, and the data doesn't seem to represent anything other than Thurston County and the larger economic areas.

Drohman explained Thurston County was chosen as it is the most likely place talent would come from

in the future. Drohman continued with the presentation, noting job title was not the main focus, but job content and qualifications as well.

Drohman explained there were several positions they recommend range changes to move the positions into a range that is more reflective of the job market. The cutoff selected is 5%, any position 5% or below the 50th percentile relative to market was recommended to be moved to a higher range. Neatherlin noted we don't necessarily have to hit the 50th percentile. Drohman went over the recommendations and how they came to those conclusions. Drohman also went over some implementation options and the next steps, which were arrived at during discussions with the Personnel Committee. Neatherlin noted he has a proposal he will present with regards to next steps.

Brotherton asked Neatherlin to discuss his proposal. Neatherlin explained his recommendations and considerations. Vazquez also noted we need to be cognizant of the budget as well and asked if staff had prepared those numbers. Johnston stated we have not as there were too many variables. We would like direction from the committee so we can put the number together and figure out how the revenue supports this change. Cooper noted he would need some indication of the impact on the budget (fees) prior to moving forward. Johnston noted we are looking at fees and may need to do a 'market' study on our fees as well. Johnston stated we will be contacting other local airs to compare fees.

Harding shared the 5-year budget forecast. Harding did state she had anticipated a 2% increase each year, however, it will likely be higher. Harding noted it will be up to the Board to decide how much of the reserve we will use and how much we will increase the fees to cover the cost. The Board also needs to decide what the minimum is for reserves for catastrophic events, to cover the cost of a new database, monitoring equipment, etc.

Brotherton stated, it appears the committee needs to give staff a few options to work with. Johnston agreed. Neatherlin stated he would like to have the committee agree to not move staff to the 'next step' on the scale. He noted it serves no purpose other than to give a raise across the board. Neatherlin requested the calculations including removing the phase of pushing people up a step, figuring out what percentage each of the 'below average' staff actually is, and also add 2.25% increase for next years budget (across the board).

Drohman briefly went over the 5 jobs that were below market. The initial 3 under step A, were people, not jobs. There were 2 positions that would have fallen on 21, but we felt they needed to move them to step 22 and we should eliminate 21. There was some additional discussion regarding the 50 percentile and some additional information was requested by Neatherlin.

Cooper was concerned with the timeline. Cooper agreed with removal of step 21 and using the next step adjustment. The salary adjustment should be brought back to the Finance Committee, Cooper continued, with 3 adjustments – 2%, 4% and 6% so we can see the implications. Vazquez, noting any increases will have a long-term affect as our staff will continue to move up the scale. She, too, would like to eliminate step 21, shift the 5 positions in question, and then look at the 2%, 4%, and 6% increase to see the cost differences.

Harding reiterated; to be clear, we are to eliminate step 21, bring the 5 positions up as recommended, add an across the board increase in salaries at 2.25%, 4% and 6%. Harding explained we will base the 5-year forecast on the 4% so we have an idea of where we might stand. Brotherton asked staff to separate out the next step proponent as well.

After some discussion, Brotherton noted it would be best to have a brief presentation from Compensation Connections for the full Board.

There was nothing further for the committee.

The meeting adjourned at 9:59 am.

CERTIFICATION

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

ATTEST:

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

Greg Brotherton, Chair
ORCAA Finance Committee

DATED: _____

Olympic Region Clean Air Agency

Comparative Summary of Agency Budget, Revenues, & Expenditures

FY2023 - For the Period Ending March 2023

Comparison
FY2023 | FY2022

Revenue	Fiscal Year 2022 ACTUAL	Fiscal Year 2023 BUDGET	July 2022-March 2023 YTD ACTUAL	Difference	<u>9-mos = 75%</u> % of Budget	
Fees/Grants/Assessments/Penalties/Other					FY2023	FY2022
AOP (Title V)	\$ 603,614	\$ 686,752	\$ 662,745	\$ (24,007)	97%	95%
NOC - Major/Minor	140,433	163,060	55,842	(107,218)	34%	83%
NOI - Major/Minor	2,912	1,022	3,131	2,109	306%	146%
Annual Registration	375,302	384,000	390,313	6,313	102%	97%
Assessments	464,353	498,697	498,697	-	100%	96%
Ecology Oversight	12,948	15,000	13,162	(1,838)	88%	86%
Asbestos	138,637	132,860	107,190	(25,670)	81%	80%
Land Clearing	36,659	26,300	29,997	3,697	114%	128%
Woodstove Education Grant	10,682	10,682	7,183	(3,499)	67%	69%
Woodsmoke Reduction Grant	58,019	170,000	114,242	(55,758)	67%	22%
Ecology Monitoring (PM2.5)	13,500	13,500	13,119	(381)	97%	100%
EPA - Cheeka Peak Grant	76,748	86,077	81,916	(4,161)	95%	67%
ARP Grant with EPA	-	131,500	0	(131,500)	0%	0%
CORE-Federal	198,556	188,399	140,837	(47,562)	75%	77%
CORE-State	139,985	136,427	101,986	(34,441)	75%	74%
EFSEC	26,019	38,385	23,466	(14,919)	61%	36%
Penalties (NOV)	217,550	75,000	163,877	88,877	219%	349%
Investment Income	13,146	10,000	18,561	8,561	186%	59%
Miscellaneous Revenue	1,882	1,000	1,710	710	171%	218%
Building/Rental Income	59,794	59,592	39,792	(19,800)	67%	76%
Total Revenue before Contingency Draw(s)	\$ 2,590,738	\$ 2,828,253	\$ 2,467,766	\$ (360,487)	87%	83%
Appropriation from Contingency Fund(s)						
General Fund Contingency Draw	\$ -	\$ 274,915	TBD	\$ -		
Total Revenue & Contingency	\$ 2,590,738	\$ 3,103,168	\$ 2,467,766	\$ (360,487)		

		YTD FY2023 Revenue
51% Fees	\$	1,262,380
20% Grants*		482,749
20% Assessments		498,697
7% Penalties		163,877
2% Other		60,063
0% Contingency		0
100%	\$	2,467,766
* Grants-Fed	\$	235,872
* Grants-State	\$	246,877

Expenditures	Fiscal Year 2022 ACTUAL	Fiscal Year 2023 BUDGET	July 2022-March 2023 YTD ACTUAL	Difference	<u>9-mos = 75%</u> % of Budget	
					FY2023	FY2022
Payroll						
Salaries	\$ 1,612,198	\$ 1,695,305	\$ 1,240,308	\$ 454,997	73%	76%
Employee Benefits, Payroll Taxes	499,282	566,475	396,060	170,415	70%	70%
Total Payroll	\$ 2,111,480	\$ 2,261,780	\$ 1,636,368	\$ 625,412	72%	75%
Non-Payroll						
Office Supplies/Sm Equip.	\$ 8,448	\$ 8,300	\$ 6,885	\$ 1,415	83%	75%
Gasoline Vehicles	4,391	6,000	3,917	2,083	65%	72%
Computer Hard/Soft.	23,204	36,585	13,954	22,631	38%	60%
Bd. Prof. Ser. & Travel Reimb.	0	1,200	-	1,200	0%	0%
Training & Conferences	5,675	17,390	12,669	4,721	73%	23%
Professional Srs.	49,296	67,500	35,336	32,164	52%	68%
Telephone	12,480	15,500	9,484	6,016	61%	57%
Postage	4,833	5,000	4,342	658	87%	71%
Insurance (Bldg, Veh, Staff)	35,872	38,000	39,264	(1,264)	103%	101%
Wellness Program	437	450	338	112	75%	109%
Public Education	8,816	36,560	43,643	(7,083)	119%	109%
Miscellaneous	301	550	170	380	31%	16%
Dues & Subscriptions	3,842	4,300	2,970	1,330	69%	72%
Audit/Acctg	6,599	16,000	16,716	(716)	104%	61%
Rent-Satellite Office	800	0	0	-	0%	33%
Maintenance - Copier	10,947	2,400	1,521	879	63%	63%
Vehicle Purchase	0	26,000	0	26,000	0%	0%
Maintenance - Vehicles	2,333	3,950	2,964	986	75%	66%
Total Non-P/R	\$ 178,274	\$ 285,685	\$ 194,173	\$ 91,512	68%	63%
Building Operations/Maintenance						
Principal/Interest - Office Bldg	\$ 330	\$ 44,000	\$ 43,964	\$ 36	100%	0%
Alarm Monitoring/Security	2,234	2,500	1,598	902	64%	96%
Utilities	15,804	16,500	11,735	4,765	71%	77%
Janitorial & Supplies	11,643	13,568	8,869	4,699	65%	62%
Maintenance - Office Bldg.	9,220	18,200	25,718	(7,518)	141%	64%
Leasehold Improvements	0	27,000	0	27,000	0%	0%
Total Bldg. Oper./Maintenance	\$ 39,232	\$ 121,768	\$ 91,884	\$ 29,884	75%	14%
Program Operations						
WoodSmoke Reduction/Bounty	\$ 41,550	\$ 138,000	\$ 87,900	\$ 50,100	64%	15%
ECY Oversight Fees	12,948	15,000	13,162	1,838	88%	86%
Monitor. Equip./CPO	26,960	34,500	23,959	10,541	69%	48%
ARP Grant with EPA	0	131,500	0	131,500	0%	0%
Monitoring-General / PM2.5	2,192	5,490	4,084	1,406	74%	20%
Security Deposit Refunds	305	0	1,701	(1,701)	n/a	n/a
Total Program Operations (Non-Admin)	\$ 83,954	\$ 324,490	\$ 130,806	\$ 193,684	40%	8%
Total Expenditures	\$ 2,412,940	\$ 2,993,723	\$ 2,053,231	\$ 940,492	69%	69%
Net Surplus (Deficit)	\$ 177,797	\$ 109,445	\$ 414,535			

		YTD FY2023 Expenditures
80% Payroll	\$	1,636,368
9% Non Payroll-Admin		194,173
4% Bldg/Maint.		91,884
6% Program Operations		130,806
100% Total	\$	2,053,231

Breakdown of Net Surplus (Deficit):		
	FY 2022	FY 2023
Net Surplus (Deficit) to General Fund FY2022	\$ 142,477	
Net Surplus Title V Contingency/ Payback	\$ 35,320	
Net Surplus (Deficit) to General Fund FY2023		TBD
Net Surplus Title V Contingency/ Payback	\$	109,445

Notes:

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

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OLYMPIC REGION CLEAN AIR AGENCY
FUND BALANCE - Actual - Fiscal Year 2023
For The Period Ending March 2023

		General Fund
BEGINNING Fund Balance 07/01/2022	\$	2,026,489
Plus : Revenue Fiscal Year	\$	2,467,766
Less: Expenditures Fiscal Year	\$	(2,053,231)
ENDING Fund Balance	\$	2,441,024
General Fund Contingency Draw applied to FY Budget	\$	- TBD
Title V Funds applied to FY Budget	\$	- TBD

*SAO	Fund Balance ALLOCATIONS-	Acctg Chart of Accts #	
<i>Classifications:</i>	Contingency Funds & Capital Funds		
<i>Committed</i>	Less: Expense Contingency (20% FY Budget less Title V)	1021	\$ 368,929
<i>Restricted</i>	Less: Title V	1025	See Below
<i>Assigned</i>	Less: Tenants Security Deposits	1040	\$ 4,350
<i>Committed</i>	Less for Office Building	1022	\$ 120,000
<i>Committed</i>	Less for Monitoring Equipment	1023	\$ 20,000
<i>Committed</i>	Less for Database / Equipment	1024	\$ 215,000
<i>Unassigned</i>	Less for Vacation/Sick Leave/Comp	1027	\$ 136,453
	Contingency Fund		
<i>Unassigned</i>	Title V Contingency (due General Fund)	(Actual)	\$ (109,020)
<i>Unassigned</i>	Ending UNRESTRICTED Fund Balance	(incl. Title V deficit)	\$ 1,576,292

Contingency & Capital Funds
\$ 864,732

3/31/2023

ORCAA Long Term Liabilities...			
-Office Building, Promissory Note to Thurston County	Liability	\$0	=^,^=
Interest rate 0.703%, Final Payment 12/1/2022			

"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.**

4/4/2023 A Resolution must be approved by the Board of Directors to appropriate expenditures in Contingency Funds (except for 1025-Title V and 1040 Security Deposits).
 *06/30/2020 SAO established five new categories for reporting cash and investments

FY2024 Budget Assumptions

This summary outlines our proposed FY2024 budget and accompanies the following budget documents:

- Revenue and Appropriations from Contingency Reserves
- Expenditures
- Fund Balance
- Salary Options
- Maintenance and Leasehold Improvements
- COLA & Dependent Coverage Contribution
- Proposed New Step Structure

FY2024 Overall Highlights:

- ◆ Applying the CPI for the year ending December 2022 of 6.3% to Fee Programs
 - staff completed a workload analysis for all fee programs (registration, asbestos, demo/open burning, notice of construction, notice of intent, and Title V) consistent with Resolution #274 approved by the Board providing for adjustments to fee schedules
- ◆ The budget includes three options related to salary adjustments; after implementing the salary survey (following recommendations by the personnel committee) applying a 2.25%, 4.0%, and 6.0% salary adjustment
- ◆ The budget includes 17 FTE's
 - staff will take a recommendation for a new position of Finance Assistant to the Finance Committee by January 2024
- ◆ Ambient Monitoring and Outdoor Burning programs rely on Federal/State CORE support
- ◆ All options draw on Unreserved Fund Balance to balance the budget
- ◆ Continue to set aside funds for board approved contingency and capital funds
 - ✓ Office Building
 - ✓ Monitoring Equipment
 - ✓ Database/Hardware
 - ✓ Vacation/Sick Leave
- ◆ Assumes 100% occupancy in rental income

Summary of Revenue:

- ◆ Budget Revenues are projected at \$3.1 million, about 9% higher than 2023.
- ◆ Grant revenues represent 25%, Fees 60%, Fines 2%, Rents/Miscellaneous 2%, and Contingency Draw 11%
- ◆ No major increases/decreases of on-going funding in existing Local, State, and Federal Grants; CORE, PM2.5, CPO, Woodstove Education, Woodsmoke Reduction, EFSEC
 - ✓ Grants are multi-year contract terms ranging from 2-5 years
- ◆ Fee programs include the 6.3% CPI in all budget options

- ◆ Title V fees will have a slight reduction (roughly 0.38%) in FY2024. This is due to a lower ending fund balance where workload was closer to budgeted costs, whereas in prior years, expenses exceeded revenue. The Title V fees fund ORCAA's 11 major sources in our six-county region

Summary of Expenses:

- ◆ Agency expenses are estimated at \$3.1 million, about 10% higher than 2023
- ◆ Payroll expenditures, the largest portion of expenses, represent 79%; non-payroll (supplies, postage, hardware/software) 9%; Building-Maintenance and Operations 4%; Direct Operating 8% (Woodsmoke Reduction vendor payments, D&O fees, CPO operations & maintenance)
- ◆ Implementation of a new Step Structure Chart, 5% increase from AWC Employee Benefit Trust, and a stable rate for DRS pension contributions
- ◆ Continue contract with Compensation Connections for HR-Ad-Hoc assistance for ~ \$3,000
- ◆ Hiring a contractor for updating the agency Strategic Plan with a cost of \$8,000
- ◆ Annual contract with website designer for on-going maintenance of 'new' website at \$2,250
- ◆ Hardware/Software purchases of additional laptops for remote staff, and software for cybersecurity/cloud/storage needs
- ◆ Include costs for reconfiguring the conference room estimated at \$12,000
- ◆ Continue contracting with ADP for payroll processing saving the agency \$25,000/year
- ◆ ORCAA will undergo the next bi-annual audit with SAO in December 2024
- ◆ Continuation of the EPA- American Rescue Plan (ARP) grant of \$131,500, the Grant comes with no administrative dollars, funds were approved in FY2023 and will roll-over into FY2024. Funds have been awarded to purchase a monitoring trailer and provide site improvements at Cheeka Peak (CPO) in Neah Bay
- ◆ Invest in maintenance and improvements of office building; HVAC, siding, exterior painting, flooring replacements
- ◆ Paid-off Office Building in December 2022
- ◆ Does not include satellite office in Pacific County

Contingency & Capital Funds:

Contingency Funds represent balances set aside for a specific project, Board directed and authorized, and/or emergencies.

The adequacy of reserves are determined by our risk, though we cannot identify all, some include: revenue volatility (CORE grant-major funding), economic downturn, rental income loss, increased pension costs by DRS, increased medical costs, staff turnover and costs of retraining, and others.

Our General Fund Contingency set aside is equivalent to approximately two months of administrative and operations costs. An adequate fund balance is critical, and though we cannot identify all risks, having adequate contingency reserves helps reduce large fee increases.

Undesignated Fund Balance can be used for any lawful purpose and have not been designated for specific operating purposes.

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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

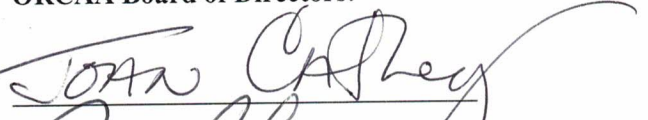
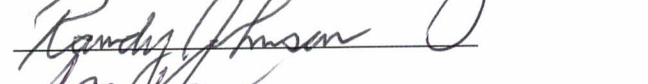

rate of inflation in the Western Consumer Price Index (CPI-U), the Board may adopt, under separate resolution, the new fee schedules that resulted from the workload analysis.

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: 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

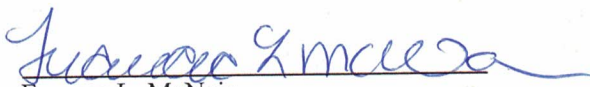
WHEREAS, the Board of Directors have chosen to follow the Western Consumer Price Index which is closest in proximity to ORCAA's region, and

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.


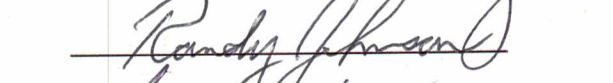
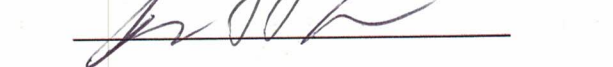
NOW, THEREFORE, BE IT RESOLVED,

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
REVENUE & EXPENSES**

For The Fiscal Year Ending ...

DRAFT

	Column 1	Column 2	Column 2a	Column 3	Column 4
	Actual FY 2022	Approved Budget FY 2023	ESTIMATED	Proposed FY 2024	Projected FY 2025
REVENUE					
GRANTS		5.20%		6.30%	4.00%
Core-Federal	\$ 198,556	\$ 188,399	\$ 204,837	\$ 192,803	\$ 192,803
Core-State	139,985	136,427	148,586	136,427	136,427
PM2.5 - Ecology Monitoring	13,500	13,500	13,500	13,500	13,500
CPO Project w/EPA-Maintenance & Operations	76,748	86,077	95,059	86,077	86,077
ARP Grant with EPA	-	131,500	-	131,500	-
Woodstove Reduction & Bounty Program w/Ecology	58,019	170,000	149,999	140,000	140,000
Woodstove Grant	10,682	10,682	10,682	10,682	10,682
FEES					
Assessments	\$ 464,353	\$ 498,697	\$ 498,697	\$ 533,771	\$ 555,122
Annual Registration	375,302	384,000	391,314	410,911	427,347
Title V	603,614	686,752	686,752	678,222	666,963
NOC - NSR	140,433	163,060	68,321	104,377	108,552
NOI - Major/Minor	2,912	1,022	3,631	3,271	3,402
EFSEC	26,019	38,385	43,030	57,283	59,255
Ecology Oversight	12,948	15,000	13,162	15,500	15,700
Outdoor Burning	-	-	-	-	-
Asbestos	138,637	132,860	141,558	145,000	150,800
Land Clearing	36,659	26,300	40,807	40,000	41,600
OTHER					
Penalties (NOV)	\$ 217,550	\$ 75,000	\$ 187,877	\$ 175,000	\$ 195,000
Investment Interest	13,146	10,000	24,561	18,000	17,000
Miscellaneous Income	1,882	1,000	2,300	2,400	2,400
Building Income	59,794	59,592	49,766	46,362	49,744
Total Revenue before Contingency Draw(s)	\$ 2,590,739	\$ 2,828,253	\$ 2,774,439	\$ 2,941,086	\$ 2,872,374
Appropriation from Contingency Funds					
General Fund Contingency Draw	\$ -	\$ 274,915	\$ 137,842	\$ 218,686	\$ 183,751
TOTAL REVENUE & CONTINGENCY	\$ 2,590,739	\$ 3,103,168	\$ 2,912,281	\$ 3,159,772	\$ 3,056,125
General Fund Contingency Draw	\$ -	\$ 274,915	\$ 137,842	\$ 218,686	\$ 183,751
Title V Contingency Build & General Fund Reimbursement	\$ 35,320	\$ 109,445	\$ 92,492	\$ 46,527	\$ 10,000
Actual Revenue	\$ 2,590,739	\$ 2,828,253	\$ 2,774,439	\$ 2,941,086	\$ 2,872,374
Actual Expenses	\$ 2,412,940	\$ 2,828,253	\$ 2,819,789	\$ 3,113,245	\$ 3,046,125

Breakdown of Title V - AOP Fees:	FY2023	FY2024	FY2025
Fiscal Year Workload	\$ 577,733	\$ 631,695	\$ 656,963
Repayment to General Fund	\$ 109,019	\$ 16,527	\$ -
Contingency Fund	\$ -	\$ 30,000	\$ 10,000
	\$ 686,752	\$ 678,222	\$ 666,963

**OLYMPIC REGION CLEAN AIR AGENCY
REVENUE & EXPENSES**

DRAFT

	Column 1	Column 2	Column 2a	Column 3	Column 4
	Actual FY 2022	Approved Budget FY 2023	ESTIMATED	Proposed FY 2024	Projected FY 2025
EXPENSES					
PAYROLL				4.00%	
Salaries	\$ 1,612,198	\$ 1,695,305	\$ 1,669,309	\$ 1,830,289	\$ 1,861,897
Employee Benefits	499,282	566,475	537,160	608,000	620,160
Sub-Total P/R Expenses	\$ 2,111,480	\$ 2,261,780	\$ 2,206,469	\$ 2,438,289	\$ 2,482,057
NON-PAYROLL					
Office Supplies/Sm Supplies/Safety	\$ 8,448	\$ 8,300	\$ 10,450	\$ 21,567	\$ 8,500
Gasoline Vehicles	4,391	6,000	5,667	6,200	6,400
Computer Hard/Soft/Supplies:					
-General HW/SW	23,204	30,085	32,395	13,659	16,000
-GovQA	-	6,500	6,559	6,560	6,700
-KnowBe4, Inc.	-	-	-	2,400	-
Board of Directors Travel Reimb.	-	1,200	-	-	-
Staff Training, Conferences, Travel	5,675	17,390	19,169	20,868	22,000
Professional Services:					
-Legal (Attorney)	49,296	50,000	43,236	60,000	65,000
-Process Services	-	4,500	1,900	4,500	4,700
-Salary Survey/Ad-Hoc Support	-	5,000	11,200	-	-
-HR/Ad-Hoc Support	-	-	2,000	3,500	3,000
-Strategic Plan Update	-	8,000	-	8,000	-
Telephone	12,480	15,500	14,684	15,500	16,000
Database	-	-	-	-	-
Postage	4,833	5,000	5,922	6,200	6,500
Insurance (Bldg, Veh, Staff)	35,872	38,000	39,264	40,835	42,468
Wellness Program	437	450	488	500	525
Public Education and Outreach:					
-Education & Outreach (Printing, special mailings, etc)	8,816	11,560	18,892	21,790	22,000
-Website Maintenance	-	25,000	33,750	2,250	2,250
Miscellaneous	301	550	469	550	550
Dues & Subscriptions	3,842	4,300	4,545	5,332	5,400
Audit/Actg	6,599	16,000	17,456	2,500	19,000
Placeholder					
Rent-Satellite Office	800	-	-	-	-
Maintenance - Copier / Purchase	10,947	2,400	2,321	2,400	2,500
Vehicle Purchase	-	26,000	30,000	26,000	28,000
Maintenance - Vehicles	2,333	3,950	4,964	5,200	5,200
Sub-Total Administrative Expenses	\$ 178,274	\$ 285,685	\$ 305,331	\$ 276,311	\$ 282,693
OFFICE BLDG. OPERATING					
Interest Expense & Principal - Office Bldg.	\$ 330	\$ 44,000	\$ 43,964	\$ -	\$ -
Utilities/Alarm Monitoring	18,038	19,000	18,732	19,000	20,000
Janitorial Supplies	11,643	13,568	11,769	14,111	14,675
Maintenance Office Bldg.	9,220	18,200	39,716	17,050	10,000
Landscaping Services	-	4,000	-	-	-
Leasehold Improvements	-	23,000	20,000	52,000	75,000
Sub-Total Office Building Operating	\$ 39,231	\$ 121,768	\$ 134,181	\$ 102,161	\$ 119,675
NON-ADMINISTRATIVE-OPERATING					
Woodsmoke Reduction/Recycle Program	\$ 41,550	\$ 138,000	\$ 116,900	\$ 105,000	\$ 105,000
ARP - EPA - Operational	-	131,500	-	131,500	-
Ecology Oversight Fees	12,948	15,000	13,163	15,500	15,700
Monitoring Program - CPO	26,960	34,500	31,960	35,000	35,500
Monitoring Programs	2,192	5,490	7,084	6,484	5,500
OlyMAP Project	-	-	3,000	3,000	-
Security Deposit Refunds	305	-	1,701	-	-
Sub-Total Non-Administrative - Operating	\$ 83,955	\$ 324,490	\$ 173,808	\$ 296,484	\$ 161,700
TOTAL EXPENDITURES	\$ 2,412,940	\$ 2,993,723	\$ 2,819,789	\$ 3,113,245	\$ 3,046,125
Net Surplus (Deficit) w/Title 5	\$ 177,799	\$ (165,470)	\$ (45,350)	\$ (172,159)	\$ (173,751)

Breakdown of Net Surplus (Deficit):	FY 2022	FY 2023	FY 2024	FY 2025
Net Surplus (Deficit) to General Fund FY2022	\$ 142,479			
Net Surplus (Deficit) to General Fund FY2023		\$ (274,915)	\$ (137,842)	
Net Surplus (Deficit) to General Fund FY2024			\$ (218,686)	
Net Surplus (Deficit) to General Fund FY2025				\$ (183,751)
Net Surplus (Deficit) to Title V Contingency FY2023 & Payback	\$ 35,320	\$ 109,445	\$ 92,492	
Net Surplus (Deficit) to Title V Contingency FY2024 & Payback			\$ 46,527	
Net Surplus (Deficit) to Title V Contingency FY2025				\$ 10,000
	\$ 177,799	\$ (165,470)	\$ (45,350)	\$ (173,751)
Population	562,170	567,992	577,675	
Per Capita Assessment	0.826	0.869	0.924	0.961

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

	Estimate			
	Actual	Current Budget	Proposed	Projected
	FY 2022 General Fund	FY 2023 General Fund	FY2024 General Fund	FY 2025 General Fund
	July 1, 2021	July 1, 2022	July 1, 2023	July 1, 2024
BEGINNING Fund Balance.....	\$ 1,848,692	\$ 2,026,491	\$ 1,981,141	\$ 1,808,982
Plus : Revenue Fiscal Year	\$ 2,590,739	\$ 2,774,439	\$ 2,941,086	\$ 2,872,374
Less : Expenditures Fiscal Year	\$ (2,412,940)	\$ (2,819,789)	\$ (3,113,245)	\$ (3,046,125)
ENDING Fund Balance 06/30/20xx.....	\$ 2,026,491	\$ 1,981,141	\$ 1,808,982	\$ 1,635,231
	6/30/2022	6/30/2023	6/30/2024	6/30/2025
General Fund Contingency Draw applied to FY Budget	\$ 0.00	\$ 137,842	\$ 218,686	\$ 183,751
Fund Balances (Fiscal Year-End):				
Contingency & Capital Funds				
Less : Expense Contingency (20% FY Budget less Title V Exps)	\$ 368,929	\$ 445,106	\$ 488,438	\$ 478,235
Less : Title V Contingency	See Below	See Below	\$ 30,000	\$ 40,000
Less : Tenants Security Deposits	\$ 5,600	\$ 4,350	\$ 4,350	\$ 4,350
Capital Funds				
Less for Office Building	\$ 90,000	\$ 120,000	\$ 120,000	\$ 120,000
Less for Monitoring Equipment	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Less for Database/Equipment	\$ 180,000	\$ 215,000	\$ 250,000	\$ 285,000
Less for Vacation/Sick Leave	\$ 136,453	\$ 150,000	\$ 120,000	\$ 120,000
Committed/Restricted/Designated Funds	\$ 800,982	\$ 954,456	\$ 1,032,788	\$ 1,067,585
Contingency Fund				
Title V Program (due General Fund)	\$ (109,019)	\$ (16,527)	\$ -	\$ -
UNDESIGNATED Fund Balance	\$ 1,334,528	\$ 1,043,212	\$ 776,194	\$ 567,646
Year End	6/30/2022	6/30/2023	6/30/2024	6/30/2025

*SAO
Classifications:
Committed
Restricted
Assigned
Committed
Committed
Committed
Unassigned

ORCAA Long Term Liabilities...

	Balance 6/30/22	Balance 6/30/23
-Office Building, Promissory Note to be paid 12/1/2022	\$43,954	\$0
Interest rate .703%, no penalty early payoff		

" 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 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.**

ORCAA

Office Building Maintenance / Leasehold Improvements

Fiscal Year 2024 includes the following maintenance and leasehold improvements:

		<u>Estimates</u>	
	<u>Leasehold:</u>		
LHI	Upgrade oldest HVAC unit in Ste #101 and #102	\$ 27,000	
LHI	New Siding (East Wall, South wall completed Sept 2019)	10,000	
LHI/M	Paint exterior (3 walls, south wall completed in Sept 2019)	15,000	
		<hr/>	
			\$ 52,000
	<u>Maintenance:</u>		
M	Sunrise Pest Control, annual contract	\$ 1,100	
M	Air Handlers, annual contract HVAC, maintenance parts	4,000	
M	gravel parking lot	750	
M	paint interior walls (copier room, conference room)	400	
M	electrical, plumbing, small replacements, miscellaneous maintenance (door closers)	2,250	
M	clean and paint exterior hand rails (east side stairwell, west side Ste B entrance)	500	
M	roof maintenance (May & September)	850	
M	window cleaning	400	
M	replace flooring in restrooms (est. 4-6 floors)	5,300	
M	landscape maintenance (tools-pressure washer, flowers, ground cover, bark, supplies)	1,500	
		<hr/>	
			\$ 17,050
			<hr/>
			\$ 69,050

4/7/2023

FY2024 Salary Options

	<u>Option 1</u>	<u>Option 2</u>	<u>Option 3</u>
	2.25%	4.00%	6.00%
<u>Revenue</u>			
Grants			
Grants: Federal, State, Local	\$ 710,989	\$ 710,989	\$ 710,989
Fees			
Assessments	\$ 533,771	\$ 533,771	\$ 533,771
Annual Registration	410,911	410,911	410,911
Title V	678,222	678,222	678,222
NSR, NOI, D&O, EFSEC, Asbestos, LandClearing	365,431	365,431	365,431
OTHER			
Penalties, Interest, Misc., Rental	\$ 241,762	\$ 241,762	\$ 241,762
TOTAL REVENUE <u>before</u> Contingency Draw	\$ 2,941,086	\$ 2,941,086	\$ 2,941,086
<u>Expenses</u>			
Salaries	\$ 1,802,555	\$ 1,830,289	\$ 1,861,987
Employee Benefits	600,853	608,000	613,442
Sub-Total P/R Expenses	\$ 2,403,408	\$ 2,438,289	\$ 2,475,429
Non-Payroll Expenses	\$ 276,311	\$ 276,311	\$ 276,311
Office Building Operating	\$ 102,161	\$ 102,161	\$ 102,161
Non-Administrative - Operating	\$ 296,484	\$ 296,484	\$ 296,484
TOTAL EXPENDITURES	\$ 3,078,364	\$ 3,113,245	\$ 3,150,385
General Fund Contingency Draw	\$ (183,805)	\$ (218,686)	\$ (255,826)
Actual Revenue	\$ 2,941,086	\$ 2,941,086	\$ 2,941,086
Title 5 Transfer-Contingency	\$ (46,527)	\$ (46,527)	\$ (46,527)
Actual Expenses	\$ 3,078,364	\$ 3,113,245	\$ 3,150,385
<u>APPROPRIATION FROM CONTINGENCY FUNDS</u>			
General Fund Contingency Draw	\$ (183,805)	\$ (218,686)	\$ (255,826)

Assumptions:

- Per Finance/Personnel Committee: provide implementation costs for three options to include: 2.25%, 4.0%, 6.0%
- Implement new Salary Chart proposed by Compensation Connections Market Study using 50th Percentile
- As outlined in Compensation Connections Market Study, new Salary Chart includes:
 - Bringing three staff to Step 1 - everyone below Step 1 moves to Step 1
 - Place employees on the pay step that is closest to/above their current pay
- Includes Fee Increase of 6.3% for all three Options
- Includes annual step increases on staff anniversary month

Separate Option:

- *staying with current Salary Chart - Annual Salary Costs = \$1,723,004, plus benefits (all staff)
- *No CPI
- *Staff advancing to the next step on their anniversary month - Seven staff
 - Nine staff have reached their maximum step

Proposed New Step Structure

Range	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	Step K	Job titles
22	4,374	4,505	4,640	4,780	4,923	5,071	5,223	5,379	5,541	5,707	5,878	Records Clerk, Administrative Assistant
23	4,680	4,821	4,965	5,114	5,267	5,426	5,588	5,756	5,929	6,106	6,290	-
24	5,055	5,206	5,362	5,523	5,689	5,860	6,035	6,216	6,403	6,595	6,793	Air Quality Specialist 1
25	5,459	5,623	5,791	5,965	6,144	6,328	6,518	6,714	6,915	7,123	7,336	-
26	5,950	6,129	6,313	6,502	6,697	6,898	7,105	7,318	7,537	7,764	7,997	Air Quality Specialist 2
27	6,486	6,680	6,881	7,087	7,300	7,519	7,744	7,977	8,216	8,462	8,716	Communications Mgr, Office Mgr
28	7,069	7,281	7,500	7,725	7,957	8,195	8,441	8,694	8,955	9,224	9,501	IT Systems Administ, AQS 3, Engineer 1
29	7,776	8,010	8,250	8,497	8,753	9,015	9,285	9,564	9,851	10,146	10,451	Sr Air Monitoring Specialist, Engineer 2
30	8,554	8,811	9,075	9,347	9,628	9,916	10,214	10,520	10,836	11,161	11,496	Fin Services Mgr, Compl Supvr, Eng Supvr
31	9,409	9,692	9,982	10,282	10,590	10,908	11,235	11,572	11,919	12,277	12,645	Compliance Mgr, Engineering Mgr
32	10,350	10,661	10,981	11,310	11,649	11,999	12,359	12,730	13,111	13,505	13,910	-

Reflects:

11 steps, versus 9

3% between each step

Anchor Step E to the 50th Percentile of the market

ORCAA COLA & Dependent Coverage History

DepCoverage Per Mo.

Board Approved Plus	6/11/2014 1st Phase Salary Survey	2% COLA	Fiscal Year 2015 July 1, 2014 - June 30, 2015	\$ 525
Board Approved Plus	6/10/2015 2nd Phase Salary Survey	1.8% COLA	Fiscal Year 2016 July 1, 2015 - June 30, 2016	\$ 525
Board Approved Plus	6/8/2016 3rd Phase Salary Survey	1.4% COLA	Fiscal Year 2017 July 1, 2016 - June 30, 2017	\$ 525
Board Approved	5/10/2017	1.7% Sal Adj	Fiscal Year 2018 July 1, 2017 - June 30, 2018	\$ 525
Board Approved	6/13/2018	3.0% Sal Adj	Fiscal Year 2019 July 1, 2018- June 30, 2019	\$ 525
Board Approved	6/12/2019	2.9% Sal Adj	Fiscal Year 2020 July 1, 2019- June 30, 2020	\$ 525
Board Approved	5/13/2020	1.5% Sal Adj	Fiscal Year 2021 July 1, 2020- June 30, 2021	\$ 525
Board Approved	6/9/2021	1.4% Sal Adj	Fiscal Year 2022 July 1, 2021- June 30, 2022	\$ 525
Board Approved	6/8/2022	4.0% Sal Adj	Fiscal Year 2023 July 1, 2022- June 30, 2023	\$ 525
Board Approved	Implement Salary Survey	Pending	Fiscal Year 2024 July 1, 2023- June 30, 2024	\$ 525

Agricultural Burning Fee Schedule

Effective July 1, ~~2022~~2023

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, ~~2022~~2023

Asbestos and Demolition Fees – ORCAA Rule 3.5(b)

ASBESTOS PROJECT	Notification Fee
Single Family Residential	\$ 4244
10 - 259 linear feet or 48 - 159 square feet	\$ 179190
260 - 999 linear feet or 160 - 4,999 square feet	\$ 387411
1,000 - 9,999 linear feet or 5,000 - 49,999 square feet	\$ 774822
10,000+ linear feet or 50,000+ square feet	\$ 15471645
Annual Notification (limited to 260 linear feet or 160 square feet maximum)	\$ 595633
Emergency	\$ 6063 plus notification fee

DEMOLITION PROJECT	Notification Fee
Single Family Residents (AHERA Survey Required)	\$ 4244
Commercial Structure (AHERA Survey Required)	\$ 7176
Emergency Project	\$ 6063 plus notification fee

Land Clearing Burning Fee Schedule

Effective July 1, ~~2022~~2023

Land Clearing Burning Permit Fee – ORCAA Rule 3.4

The Land Clearing Burn Permit fee shall be \$~~119~~127 for one acre or less. For greater than one acre, the fee will be \$~~119~~127 per acre cleared, rounded to the nearest full acre.

Notice of Construction (NOC) Fee Schedule

Effective July 1, ~~2022~~2023

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

Complexity Fee

Complexity Level 1	\$ 1203 1279
Complexity Level 2 ¹	\$ 2408 2560
Complexity Level 3 ¹	\$ 4027 4281
Complexity Level 4 ¹	\$ 9744 10358

Equipment Fee

Equipment/Activity	Fee	Base-Fee Hours
Abrasive Blasting	\$ 462 491	5
Asphalt Plant	\$ 3424 3639	37
<i>Combustion Equipment not otherwise listed (Million Btu/hr heat input at design capacity)</i>		
Less than 10	\$ 1110 1180	12
10 or more but less than 30	\$ 1203 1279	13
30 or more but less than 100	\$ 2405 2557	26
More than 100	\$ 6478 6886	70
Temporary Combustion Equipment (Onsite < 1 year)	One half the filing fee	One half the base-fee hours
Coffee Roaster	\$ 647 688	7
<i>Composting Operation (Average material throughput – tons per day)</i>		
Less than 50	\$ 1203 1279	13
50 or more but less than 200	\$ 2128 2262	23
More than 200	\$ 3146 3345	34
Concrete Batch Plant	\$ 1851 1967	20
Crematory	\$ 1018 1082	11
Dry Cleaner (per machine)	\$ 647 688	7
Dry Kilns	\$ 1203 1279	13
Emergency Engine – cumulative horsepower < 2000 bhp	\$ 832 885	9
Emergency Engine -cumulative horsepower ≥ 2000 bhp	\$ 1665 1770	18
Non-Emergency Engine (per engine)	\$ 1203 1279	13
<u>Engine In-Kind Replacement – Replacement of engine with a unit of same or smaller size, combusting the same</u>	<u>One half the filing fee</u>	<u>One half the base-fee hours</u>

<u>or cleaner fuel</u>		
Gasoline Dispensing Station	\$ 647688	7
<u>Gasoline Dispensing Station – Stage 2 Removal Only</u>	\$ 590	<u>6</u>
Log yard	\$ 647688	7
Printing	\$ 647688	7
Process Equipment ≤20,000 cubic feet per minute at design capacity	\$ 984926	10
Rock Crushing Plant – includes General Order	\$ 462491	5
Soil Remediation	\$ 12031279	13
Spray Painting – Autobody (per operation/booth)	\$ 740786	8
Surface Coating – Aviation, Wood, Truck Bed Lining, Boat, Other (per operation/booth)	\$ 12961378	14
Storage Tanks ≤10,000-gallon total capacity (other than at retail gasoline dispensing stations)	\$ 832885	9
Wastewater Treatment Plant	\$ 19432065	21
Welding	\$ 926984	10
Other Equipment not listed above - Small ²	\$ 462491	5
Other Equipment not listed above - Medium ²	\$ 12961377	14
Other Equipment not listed above - Large ²	\$ 31463345	34
Equipment Modification - Modification as defined in ORCAA Rule 1.4 ³ are physical changes or changes in the method of operation that may cause an emissions increase	One half the applicable filing fee	One half the associated base-fee hours
In-Kind Replacements – R replacement of equipment with a unit of same or smaller size <u>and, combusting the same or cleaner fuel (if applicable). This fee reduction does not apply to except for asphalt plants, combustion equipment >30 MMBtu/hr, and or other replacements <u>at the discretion of as determined by the Executive Director.</u></u>	One half the applicable filing fee	One half the associated 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	\$ 740786	8
<u>Change in Conditions per ORCAA Rule 6.1.11⁴ NOC</u>	\$ 688	<u>7</u>

~~Change in Conditions Per Rule 6.1.11⁴ (No Complexity Fee)~~

Equipment/Activity	Fee	Base-Fee Hours
Change in Conditions	\$ 647	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	\$ 92.5398.36
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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	\$ 1296 1377	14
Add'l processing costs above allowed hours – per hour	\$ 92-53 98.36	
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

Abrasive Blasting
Coffee Roaster
Dry Cleaner
Emergency Engine ≤2000bhp
Gasoline Dispensing Facilities
Rock Crushing Plant
Spray Painting – Autobody
Storage Tanks <10,000-gallon capacity -
excluding gasoline dispensing facilities

Level 2

Combustion Equipment <30 MMBtu/hr
Compost <50 ton/day
Cremator
Emergency Engine ≥2000bhp
Non-Emergency Engine
Process Equipment
Soil Remediation
Surface Coating (excluding autobody)
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.

³Per Rule 1.4, a “Modification” means any physical change in, or change in method of operation of, a stationary source that increases the amount of any air contaminant emitted by such stationary source or that result in the emissions of any air contaminant not previously emitted.

⁴Changes in Conditions that will result in an emissions increase are reviewed as a “modification”

Notice of Intent (NOI) Fee Schedule

Effective July 1, ~~2022~~2023

NOI Fees - ORCAA Rule 3.6(a)

Category	Fee
Asphalt Plant	\$ 3660 <u>3892</u>
Boiler	\$ 1071 <u>1138</u>
Concrete Batch Plants	\$ 701 <u>745</u>
Nonroad Engines	\$ 978 <u>1040</u>
Rock Crushers	\$ 1256 <u>1335</u>
Other Equipment Not Classified Above	\$ 1000 <u>1064</u>

NOI Fees - ORCAA Rule 3.6(a) – Exemption under ORCAA Rule 6.4(a)(2)

Stationary source qualifying for exemption from New Source Review under ORCAA Rule 6.1(b)(2)	\$ 555 <u>590</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	\$ 92.53 <u>98.36</u> /hr

NOI Fees - ORCAA Rule 3.6(a) – Exemption under ORCAA Rule 6.4(a)(3)

Gasoline Dispensing Facilities qualifying for exemption from New Source Review under ORCAA Rule 6.1(b)(3)	\$ 277 <u>295</u>
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Olympic Region Clean Air Agency Fee Schedules

Effective July 1, ~~2022~~2023

Registration Fee Schedule

Registration Fee - ORCAA Rule 3.1 (b)

Registration Class (RC)	Registration Class Fee Amount	Emission Fee
RC1	\$ 4934 <u>2056</u>	\$ 60 <u>63</u> per ton
RC2	\$ 4726 <u>1835</u>	\$ 60 <u>63</u> per ton
RC3	\$ 4547 <u>1645</u>	\$ 60 <u>63</u> per ton
RC4	\$ 714 <u>759</u>	N/A
RC5	\$ 286 <u>304</u>	N/A

Re-inspection fee ORCAA Rule 3.1(i)

Re-inspection fee	\$ 119 <u>127</u> per inspection
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Assessments for Fiscal Year 2024
based on 2022 population

population	0.924
	per capita

CLALLAM COUNTY

unincorporated	45,850	\$42,365.40
Forks	3,360	\$3,104.64
Port Angeles	20,200	\$18,664.80
Sequim	8,215	\$7,590.66

GRAYS HARBOR COUNTY

unincorporated	29,125	\$26,911.50
Aberdeen	17,040	\$15,744.96
Cosmopolis	1,665	\$1,538.46
Elma	3,460	\$3,197.04
Hoquiam	8,785	\$8,117.34
McCleary	2,040	\$1,884.96
Montesano	4,150	\$3,834.60
Oakville	720	\$665.28
Ocean Shores	7,160	\$6,615.84
Westport	2,255	\$2,083.62

JEFFERSON COUNTY

unincorporated	23,060	\$21,307.44
Port Townsend	10,290	\$9,507.96

MASON COUNTY

unincorporated	55,770	\$51,531.48
Shelton	10,430	\$9,637.32

PACIFIC COUNTY

unincorporated	15,960	\$14,747.04
Ilwaco	1,100	\$1,016.40
Long Beach	1,715	\$1,584.66
Raymond	3,090	\$2,855.16
SouthBend	1,735	\$1,603.14

THURSTON COUNTY

unincorporated	143,760	\$132,834.24
Bucoda	610	\$563.64
Lacey	58,180	\$53,758.32
Olympia	56,370	\$52,085.88
Rainier	2,510	\$2,319.24
Tenino	2,030	\$1,875.72
Tumwater	26,360	\$24,356.64
Yelm	10,680	\$9,868.32

TOTALS

577,675

\$533,771.70