

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

Finance Committee Meeting

May 8, 2019
9:00 am

Be courteous – Please silence all cell phones

I. CALL TO ORDER

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

III. APPROVAL OF MINUTES

Minutes of Finance Committee April 10, 2019

IV. FINANCE REPORT

1. Executive Director's Salary
2. Draft Fiscal Year 2020 Budget
 - Agriculture burning fees
 - Asbestos and Demolition Notification fees
 - Land Clearing Burning fees
 - Notice of Construction fees
 - Notice of Intent fees
 - Registration fees
 - Annual Per Capita Assessment
3. 5-Year Forecast
4. Revenue History

V. ADJOURN

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

Finance Committee Meeting

April 10, 2019

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

Members absent:

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

The meeting came to order at 9:00 am.

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

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

FINANCE REPORT

Fiscal Year 2019 third quarter report

Harding noted we are doing well in our 3rd quarter, collecting 77% of our revenues and we are at 66% of our expenditures. Harding did note the sheet was current as of the end of March and since then, we have received all the AOP and Assessment payments. Harding noted our grants are reimbursed after we incur the cost, and we request our funds quarterly. Harding went over several line items, noting where they stand currently. We have collected \$1.9 million of our \$2.5 million budget.

Neatherlin asked if the committee ever gets a look back, to see whether being at 77% this time of year is normal. Most of our revenue, Harding explained, comes from fees. We stay on track most years. Neatherlin, being new to the committee and Board, requested a 3-year history of our budget for review.

Cormier added, wouldn't it best to have most of our revenue come from Assessments rather than, say grants. You never know when grants are no longer available. Also, fees as well, Cormier continued, we could have a few bad years. Cormier noted he is for higher assessments because it is the responsibility of the counties and cities to pay for ORCAA's services.

McNair explained, it is difficult, we want the businesses to pay their costs. We are working on getting the fees to cover the work of the engineers in permitting. We are also working on making sure the assessments we get from the cities and counties pay for those activities not covered by other funds, such as outdoor burning, and woodstove issues.

Harding explained we do not foresee using any of our reserves at the end of this fiscal year. We had some additional income, as well as savings due to being down 2 staff for a portion of the year.

Harding went over several line items under expenditures, noting we will be purchasing a vehicle this year, to replace the Element. Cooper was concerned about the purchase of a truck. McNair

explained, we must be able to safely haul gas canisters up to Cheeka Peak, and we need 4-wheel drive.

Harding moved to the Fund Balance Sheet, noting we started with \$1.5 million and are currently at \$1.85 million in our account. Harding noted, \$639,000 of that \$1.85 million are utilized in reserve accounts as listed on the sheet.

Draft Fiscal Year 2020 Budget

McNair reminded the committee that we no longer use the Seattle Tacoma Bremerton CPI, but are now part of the Western Region-Jurisdictions under 2.5 million. The CPI we are using this year is 2.9% and we have applied that to our COLA and all fees.

Harding briefly went over the proposed budget, noting there were very few changes. Harding noted the items that have changed, adding the fee-based revenues have been increased by 2.9%. Cooper asked why AOP has gone down. Harding explained that program is based on workload and we do expect it to change prior to the final draft. Harding noted, we expect to use \$212,000 of our reserve funds. Neatherlin asked why we budget into our reserves. McNair explained, simply we don't have enough revenues to cover our budget. Cooper noted, in all the years he has sat on this Board, we have not used all the reserves we budgeted.

Cooper asked if we could get a 5-year projection. Harding stated we could do that in June.

Harding explained there are a few changes in expenditures. There is a 5% increase in employee benefits, imposed by the AWC trust. It does include the 2% reduction on the Well City award. We have included a 2.9% COLA for all staff. Harding continued going through the expenditures, noting there is little change to most line items. Cooper requested Harding email him the building pay-off amount. The fund balance sheet, Harding noted, shows we will be starting with \$1.5 million and will end with \$1.3 million.

McNair stated we typically open the public hearing at the May meeting. The Board can vote on the budget in May, if they so choose, or it can be voted on in June. McNair stated we must have it passed by the June meeting.

Cooper noted the director had a review last year and asked if her salary is an action item. McNair noted, it is currently part of the budget and includes the 2.9% increase. McNair did add that she does have data on salaries for the other directors and she is still the lowest paid director in Western Washington.

There was nothing further of the committee.

The meeting adjourned at 9:52 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 April 10, 2019, in Olympia, Washington.

ATTEST:

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

 Cynthia Pratt, Chair
 ORCAA Finance Committee

DATED: _____

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

Proposed 5/3/2019

	Column 1 Actual 2018	Column 2 Approved 2019	Column 3 YTD 3/31/2019	Column 4 Proposed 2020	Column 5 Projected 2021
GRANTS					
Core-Federal	\$ 188,374.00	\$ 188,374.00	\$ 125,584.00	\$ 187,774.00	\$ 187,774.00
Core-State	134,737.50	134,737.50	89,824.00	134,737.50	134,737.50
PM Agreements:					
Ecology Monitoring	13,110.66	13,500.00	10,393.00	13,500.00	13,500.00
CPO Project w/EPA-Maintenance & Operations	75,545.07	86,077.00	69,950.11	86,077.00	86,077.00
Community Scale Air Toxics	-	287,413.00	93,638.86	90,400.00	31,000.00
Woodstove Reduction & Bounty Program	15,195.02	125,000.00	41,078.86	125,000.00	125,000.00
Woodstove Education Grant	11,017.00	11,017.00	6,407.75	11,017.00	11,017.00
FEES					
Assessments	\$ 410,802.35	\$ 427,318.00	\$ 413,304.30	\$ 445,380.00	\$ 452,060.70
AOP (Title V)	377,008.68	390,871.00	359,655.64	378,086.00	352,920.00
EFSEC	19,631.14	30,000.00	45,374.41	35,532.00	26,565.00
Ecology Oversight	10,559.45	15,000.00	10,936.97	15,000.00	15,000.00
Annual Registration	378,281.07	359,248.00	374,371.21	380,000.00	385,700.00
NOC - NSR	130,923.17	110,000.00	99,655.56	110,000.00	111,650.00
NOI - Major/Minor	2,503.00	2,000.00	2,490.00	2,000.00	2,000.00
Outdoor Burning	-	-	-	-	-
Asbestos	141,229.01	135,000.00	113,477.50	135,000.00	137,700.00
Land Clearing	30,864.00	15,000.00	20,621.00	15,000.00	15,225.00
OTHER					
Fines	\$ 100,754.22	\$ 55,000.00	\$ 42,772.21	\$ 55,000.00	\$ 55,000.00
Investment Interest	20,003.08	15,000.00	19,521.70	20,000.00	20,000.00
Miscellaneous Income	1,420.65	2,000.00	501.65	2,000.00	2,000.00
Building Income	57,031.00	57,108.00	37,412.00	44,511.00	45,401.22
RESERVE FUNDS					
Reserve Funds -General Fund - Administration	\$ -	\$ 163,581.07	\$ -	\$ 216,487.68	\$ 309,499.63
Reserve Funds -Title V	-	(48,605.00)	-	(32,181.00)	(1,169.00)
Reserve Funds -Database	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUE & SURPLUS	\$ 2,118,990.07	\$ 2,574,639.57	\$ 1,976,970.73	\$ 2,470,321.18	\$ 2,518,658.05

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

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

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

Proposed 5/3/2019

	<u>FY 2019 General Fund</u>	<u>Additions/Adjustments</u>	<u>Proposed FY 2020 General Fund</u>	<u>Projections FY 2021 General Fund</u>
	July 1, 2018		July 1, 2019	July 1, 2020
BEGINNING Fund Balance.....	\$ 1,570,163		\$ 1,622,988	\$ 1,438,681
	FY ESTIMATES			
Plus : Revenue Fiscal Year	\$ 2,359,549		\$ 2,286,015	\$ 2,210,327
Less : Expenditures Fiscal Year	\$ (2,306,724)		\$ (2,470,321)	\$ (2,518,658)
Projected ENDING Fund Balance 06/30/20xx *	\$ 1,622,988	n/a	\$ 1,438,681	\$ 1,130,350
	Year End 6/30/2019	--	6/30/2020	6/30/2021
General Fund Balance applied to FY Budget (Reserves)	\$ -		\$ 216,488	\$ 309,500
Fund Balance ALLOCATIONS				
Operating Reserve Funds				
Less : Expense Reserve (20% FY Budget less Title V Exps)	\$ 385,655		\$ 418,447	\$ 433,148
Less : Title V (@20% Title V Exps)	\$ 37,000	\$ 32,181	\$ 69,181	\$ 70,350
Less : ORCAA Tenants Security Deposits	\$ 4,425		\$ 5,875	\$ 5,875
Capital Reserve Funds				
Less for Office Building	\$ 30,000 +	\$ - =	\$ 30,000	\$ 30,000
Less for Monitoring Equipment	\$ 20,000 +	\$ - =	\$ 20,000	\$ 20,000
Less for Database/Equipment/Archive	\$ 75,000 +	\$ 35,000 =	\$ 110,000	\$ 145,000
Less for Vacation/Sick Leave	\$ 152,346 +	TBD =	\$ 156,000	\$ 160,000
Ending UNRESERVED Fund Balance Year End	\$ 918,562		\$ 629,178	\$ 265,978
	Year End 6/30/2019	--	6/30/2020	6/30/2021

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

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

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

***The total Fund Balance includes all funds on deposit at the bank.**

Agricultural Burning Fee Schedule

Effective July 1, ~~2018~~2019

Agricultural Burn Permit Fee – ORCAA Rule 3.4*

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

*These fees are exempt from Resolution 268.

Asbestos and Demolition Fee Schedule

Effective July 1, ~~2018~~2019

Asbestos and Demolition Fees – ORCAA Rule 3.5(b)

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

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

Land Clearing Burning Fee Schedule

Effective July 1, ~~2018~~2019

Land Clearing Burning Permit Fee – ORCAA Rule 3.4

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

Notice of Construction (NOC) Fee Schedule

Effective July 1, ~~2018~~2019

NOC Fees - ORCAA Rule 3.3(a)

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

Filing Fee - ORCAA Rule 3.3(b)

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

Complexity Fee

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

Equipment Fee

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

Concrete Batch Plant	\$ 1661 1709	20
Crematory	\$ 914 941	11
Dry Cleaner (per machine)	\$ 581 598	7
Dry Kilns	\$ 1080 1111	13
Emergency Engine (per engine) ≤ 2000bhp	\$ 581 598	7
Emergency Engine (per engine) ≥ 2000bhp	\$ 747 769	9
Non-Emergency Engine (per engine)	\$ 1080 1111	13
Engine In-Kind Replacement – Replacement of engine with a unit of same or smaller size, combusting the same or cleaner fuel	One half the filing fee	One half the base-fee hours
Gasoline Dispensing Station	\$ 831 855	10
Gasoline Dispensing State – Stage 2 Removal Only	\$ 498 512	6
Log yard	\$ 581 598	7
Printing	\$ 581 598	7
Process Equipment ≤20,000 cubic feet per minute at design capacity	\$ 831 855	10
Rock Crushing Plant	\$ 415 427	5
Soil Remediation	\$ 1080 1111	13
Spray Painting – Autobody (per operation/booth)	\$ 664 683	9
Spray Surface Painting Coating – Aviation, Wood, Truck Bed Lining, Boat, Other (per operation/booth)	\$ 831 855	10
Storage Tanks ≤10,000 gallon total capacity (other than at retail gasoline dispensing stations)	\$ 747 769	9
Wastewater Treatment Plant	\$ 1744 1795	21
Welding	\$ 831 855	10

Other Not Classified Above

Equipment/Activity	Fee	Base-Fee Hours
Other Equipment - Small ⁴²	\$ 415 427	5
Other Equipment - Medium ⁴²	\$ 1163 1197	14
Other Equipment - High ⁴ Large ²	\$ 2824 2906	34
Equipment Modification <ul style="list-style-type: none"> - Modification per ORCAA Rule 1.4 - Deviation from approved plans per ORCAA Rule 6.1.2(I) - Significant changes in conditions (does not fall under ORCAA Rule 6.1.11) 	One half the applicable filing fee	One half the base-fee hours

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

Equipment/Activity	Fee	Base-Fee Hours
Control Device Replacement per ORCAA Rule 6.1.10	\$ 664 683	8
Change in Conditions per ORCAA Rule 6.1.11	\$ 581 598	7

Additional NOC Processing Fees - ORCAA Rule 3.3(c)

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

Hourly Rate	\$ 83.05 85.46
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Other Costs - ORCAA Rule 3.3(d)

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

Variance - ORCAA Rule 2.3

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

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

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

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

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

Welding

~~Medium Complexity~~ Level 3

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

~~Low Complexity~~ Level 2

Abrasive Blasting
Boiler <30 MMBtu/hr
Compost <50 ton/day
Cremator
Dry Cleaner
Emergency Engine ≥2000bhp
Non-Emergency Engine
Process Equipment
Rock Crushing Plant
Soil Remediation

~~High Complexity~~ Level 4

Asphalt Plant
Boiler >100 MMBtu/hr

~~Surface Coatings~~ Spray Painting (excluding autobody)

Storage Tanks <10,000-gallon capacity (excluding gasoline dispensing facilities)

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

Notice of Intent (NOI) Fee Schedule

Effective July 1, ~~2018~~2019

NOI Fees - ORCAA Rule 3.6(a)

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

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

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

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

Registration Fee Schedule

Registration Fee - ORCAA Rule 3.1 (b)

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

Re-inspection fee ORCAA Rule 3.1(i)

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

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

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

5-Year Forecast

	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
	Actual FY 2018	Current Budget 2019	Proposed FY 2020	Estimate FY 2021	Estimate FY 2022	Estimate FY 2023	Estimate FY 2024
GRANTS							
Core-Federal	\$ 188,374.00	\$ 188,374.00	\$ 187,774.00	\$ 187,774.00	\$ 184,018.52	\$ 184,018.52	\$ 180,338.15
Core-State	134,737.50	134,737.50	134,737.50	134,737.50	134,737.50	134,737.50	134,737.50
PM Agreements:							
Ecology Monitoring	13,110.66	13,500.00	13,500.00	13,500.00	13,500.00	13,500.00	13,501.00
CPO Project w/EPA-Maintenance & Operations	75,454.07	86,077.00	86,077.00	86,077.00	86,077.00	86,077.00	86,077.00
Community Scale Air Toxics	-	287,413.00	90,400.00	31,000.00	-	-	-
Woodstove Reduction & Bounty Program w/Ecology	15,195.02	125,000.00	125,000.00	125,000.00	125,000.00	125,000.00	125,000.00
Woodstove Grant	11,017.00	11,017.00	11,017.00	11,017.00	11,017.00	11,017.00	11,017.00
FEES							
Assessments	\$ 410,802.35	\$ 427,318.00	\$ 445,380.00	\$ 452,060.00	\$ 461,101.20	\$ 470,323.22	\$ 479,729.69
AOP (Title V)	377,008.68	390,871.00	378,086.00	352,920.00	358,884.00	364,949.00	371,117.00
EFSEC	19,631.14	30,000.00	35,532.00	26,565.00	25,000.00	25,000.00	25,000.00
Ecology Oversight	10,559.45	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00
Annual Registration	378,281.07	359,248.00	380,000.00	385,700.00	393,414.00	401,282.28	409,307.93
NOC - NSR	130,923.17	110,000.00	110,000.00	111,650.00	113,883.00	116,160.66	118,483.87
NOI - Major/Minor	2,503.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
Outdoor Burning	-	-	-	-	-	-	-
Asbestos	141,229.01	135,000.00	135,000.00	137,700.00	140,454.00	143,263.08	146,128.34
Land Clearing	30,864.00	15,000.00	15,000.00	15,225.00	15,500.00	15,750.00	16,000.00
OTHER							
Fines	\$ 100,754.22	\$ 55,000.00	\$ 55,000.00	\$ 55,000.00	\$ 55,000.00	\$ 55,000.00	\$ 55,000.00
Investment Interest	20,003.08	15,000.00	20,000.00	20,000.00	12,000.00	8,000.00	4,000.00
Miscellaneous Income	1,420.65	2,000.00	2,000.00	2,000.00	1,000.00	1,000.00	1,000.00
Building Income	57,031.00	57,108.00	44,511.00	45,401.22	46,309.24	47,235.43	48,180.14
RESERVE FUNDS							
Reserve Funds-General Fund - Administration	\$ -	\$ 163,581.07	\$ 216,487.68	\$ 309,499.87	\$ 322,350.28	\$ 389,465.34	\$ 332,402.85
Reserve Funds -Title V	-	(48,605.00)	(32,181.00)	(1,169.00)	(5,000.00)	(5,000.00)	(5,000.00)
Reserve Funds -Database	-	-	-	-	-	-	-
TOTAL REVENUE & SURPLUS	\$ 2,118,899.07	\$ 2,574,639.57	\$ 2,470,321.18	\$ 2,518,657.59	\$ 2,511,245.74	\$ 2,603,779.04	\$ 2,569,020.46

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

	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
	Actual FY 2018	Current Budget 2019	Proposed FY 2020	Estimate FY 2021	Estimate FY 2022	Estimate FY 2023	Estimate FY 2024
PAYROLL							
Salaries	\$ 1,329,576.34	\$ 1,429,730.00	\$ 1,474,673.00	\$ 1,504,166.00	\$ 1,526,728.49	\$ 1,549,629.42	\$ 1,572,873.86
Employee Benefits	457,747.72	521,328.00	553,910.18	576,066.59	596,009.25	619,849.62	644,643.61
TOTAL P/R EXPENSES	\$ 1,787,324.06	\$ 1,951,058.00	\$ 2,028,583.18	\$ 2,080,232.59	\$ 2,122,737.74	\$ 2,169,479.04	\$ 2,217,517.46
NON-PAYROLL							
Office Supplies & Sm Supply Purchases	\$ 3,915.35	\$ 5,000.00	\$ 6,300.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
Gasoline Vehicles	4,458.55	5,600.00	5,600.00	5,600.00	5,600.00	6,300.00	6,500.00
Computer Hard/Soft./Supplies	8,421.42	14,295.00	13,098.00	10,000.00	10,000.00	10,000.00	10,000.00
Bd. Prof. Ser. & Travel Reimb.	1,496.59	3,600.00	3,600.00	3,600.00	3,600.00	3,600.00	3,600.00
Staff Training & Conferences & Travel	10,370.89	11,282.00	11,155.00	11,000.00	12,000.00	12,000.00	12,000.00
Professional Srs.	62,912.96	53,800.00	43,800.00	45,800.00	46,000.00	46,000.00	46,000.00
Telephone	12,386.25	14,000.00	14,000.00	14,000.00	14,400.00	15,000.00	15,200.00
Database	-	-	-	-	-	-	-
Postage	4,710.03	4,600.00	4,600.00	4,600.00	4,700.00	4,800.00	4,900.00
Insurance (Bldg, Veh, Staff)	24,657.00	27,200.00	29,000.00	30,000.00	30,000.00	30,500.00	31,000.00
Wellness Program	352.01	400.00	400.00	400.00	400.00	400.00	400.00
Public Education	5,934.56	8,500.00	10,360.00	10,000.00	7,500.00	8,000.00	8,000.00
Miscellaneous	2,717.94	900.00	900.00	900.00	900.00	900.00	900.00
Dues & Subscriptions	3,390.01	3,700.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00
Audit/Acctg	6,505.87	18,000.00	7,500.00	22,000.00	8,000.00	22,500.00	8,500.00
Printing	222.43	300.00	300.00	300.00	300.00	300.00	300.00
Rent-Satellite Office	2,400.00	2,400.00	2,400.00	2,400.00	2,400.00	2,400.00	2,400.00
Maintenance - Copier	1,536.60	1,800.00	1,800.00	1,800.00	2,000.00	2,100.00	2,200.00
Vehicle Purchase	-	25,000.00	-	25,000.00	-	25,000.00	-
Maintenance - Vehicles	2,691.27	3,500.00	3,500.00	3,500.00	3,600.00	3,800.00	4,000.00
Sub-Total Administrative Expenses	\$ 159,079.73	\$ 203,877.00	\$ 161,813.00	\$ 199,400.00	\$ 160,300.00	\$ 202,100.00	\$ 164,400.00
OFFICE BLDG. OPERATING							
Interest Expense & Principal - Office Bldg.	\$ 44,285.83	\$ 45,000.00	\$ 45,500.00	\$ 45,500.00	\$ 45,108.00	\$ 45,600.00	\$ -
Utilities/Alarm Monitoring	15,905.67	16,000.00	16,000.00	17,000.00	22,000.00	24,000.00	24,001.00
Janitorial Supplies	2,423.83	600.00	600.00	600.00	600.00	600.00	601.00
Maintenance Office Bldg.	6,338.25	6,000.00	6,000.00	6,000.00	9,000.00	10,000.00	10,001.00
Leasehold Improvements	-	12,000.00	14,000.00	7,500.00	-	-	-
Sub-Total Office Building Operating	\$ 68,953.58	\$ 79,600.00	\$ 82,100.00	\$ 76,600.00	\$ 76,708.00	\$ 80,200.00	\$ 34,603.00
NON-ADMINISTRATIVE-OPERATING							
Woodstove Reduction Program/Bounty	\$ -	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00
DOE Oversight Fees	10,559.43	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00
Monitoring Program - CPO	19,524.24	31,000.00	33,400.00	33,400.00	31,000.00	31,000.00	31,000.00
Community Scale Air Toxics	1,309.47	189,379.00	44,400.00	9,000.00	-	-	-
Monitoring Programs	5,271.15	4,725.00	5,025.00	5,025.00	5,500.00	6,000.00	6,500.00
Sub-Total Non-Administrative - Operating	\$ 36,664.29	\$ 340,104.00	\$ 197,825.00	\$ 162,425.00	\$ 151,500.00	\$ 152,000.00	\$ 152,500.00
GRAND TOTAL EXPENDITURES	\$ 2,052,021.66	\$ 2,574,639.00	\$ 2,470,321.18	\$ 2,518,657.59	\$ 2,511,245.74	\$ 2,603,779.04	\$ 2,569,020.46

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

5-Year Forecast

	Actual	Budget	Estimate	Estimate	Estimate	Estimate	Estimate
	<u>FY 2018 General Fund</u>	<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>
	July 1, 2017	July 1, 2018	July 1, 2019	July 1, 2020	July 1, 2021	July 1, 2022	July 1, 2023
BEGINNING Fund Balance	\$ 1,503,195	\$ 1,570,163	\$ 1,622,988	\$ 1,438,681	\$ 1,130,350	\$ 813,000	\$ 428,535
Plus : Revenue Fiscal Year	\$ 2,118,990	\$ 2,359,549	\$ 2,286,015	\$ 2,210,327	\$ 2,193,895	\$ 2,219,314	\$ 2,241,618
Less : Expenditures Fiscal Year	\$ (2,052,022)	\$ (2,306,724)	\$ (2,470,321)	\$ (2,518,658)	\$ (2,511,246)	\$ (2,603,779)	\$ (2,569,020)
ENDING Fund Balance 06/30/20xx	\$ 1,570,163	\$ 1,622,988	\$ 1,438,681	\$ 1,130,350	\$ 813,000	\$ 428,535	\$ 101,132
General Fund Balance applied to FY Budget (Admin Reserve)	\$ -	\$ -	\$ 216,488	\$ 309,500	\$ 322,350	\$ 389,465	\$ 332,403
Fund Balance ALLOCATIONS							
Operating Reserve Funds							
Less : Expense Reserve (20% FY Budget less Title V Exps)	\$ 328,758	\$ 436,754	\$ 418,447	\$ 433,148	\$ 430,472	\$ 447,766	\$ 439,581
Less : Title V	\$ 19,848	\$ 37,000	\$ 69,181	\$ 70,350	\$ 71,000	\$ 71,000	\$ 70,000
Less : ORCAA Tenants Security Deposits	\$ 4,425	\$ 5,875	\$ 5,875	\$ 5,875	\$ 5,875	\$ 5,875	\$ 5,875
Capital Reserve Funds							
Less for Office Building	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
Less for Monitoring Equipment	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Less for Database/Equipment	\$ 75,000	\$ 110,000	\$ 145,000	\$ 180,000	\$ 215,000	\$ 250,000	\$ 285,000
Less for Vacation/Sick Leave	\$ 152,346	\$ 153,000	\$ 154,000	\$ 154,000	\$ 154,000	\$ 154,000	\$ 154,000
Sub-Total Reserve funds	\$ 630,377	\$ 792,629	\$ 842,503	\$ 893,373	\$ 926,347	\$ 978,641	\$ 1,004,456
Ending UNRESERVED Fund Balance Year End	\$ 939,786	\$ 830,359	\$ 596,178	\$ 236,978	\$ (113,347)	\$ (550,106)	\$ (903,324)
Year End	6/30/2018	6/30/2019	6/30/2020	6/30/2021	6/30/2022	6/30/2023	6/30/2024

ORCAA Long Term Liabilities...	Balance 6/30/18	Balance 6/30/19	Balance 6/30/20	Balance 6/30/21	Balance 6/30/22	Balance 6/30/23	Balance 6/30/24
-Office Building, Promissory Note to be paid 12/1/2022 Interest rate 2.491%, no penalty early payoff	\$224,940	\$180,475	\$135,579	\$90,706	\$45,597	To be Paid off this FY on 12/1/2022	\$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.
(Formerly: Resolution #178 dated August 1999 refers to board direction to maintain a 25% reserve level annually.)

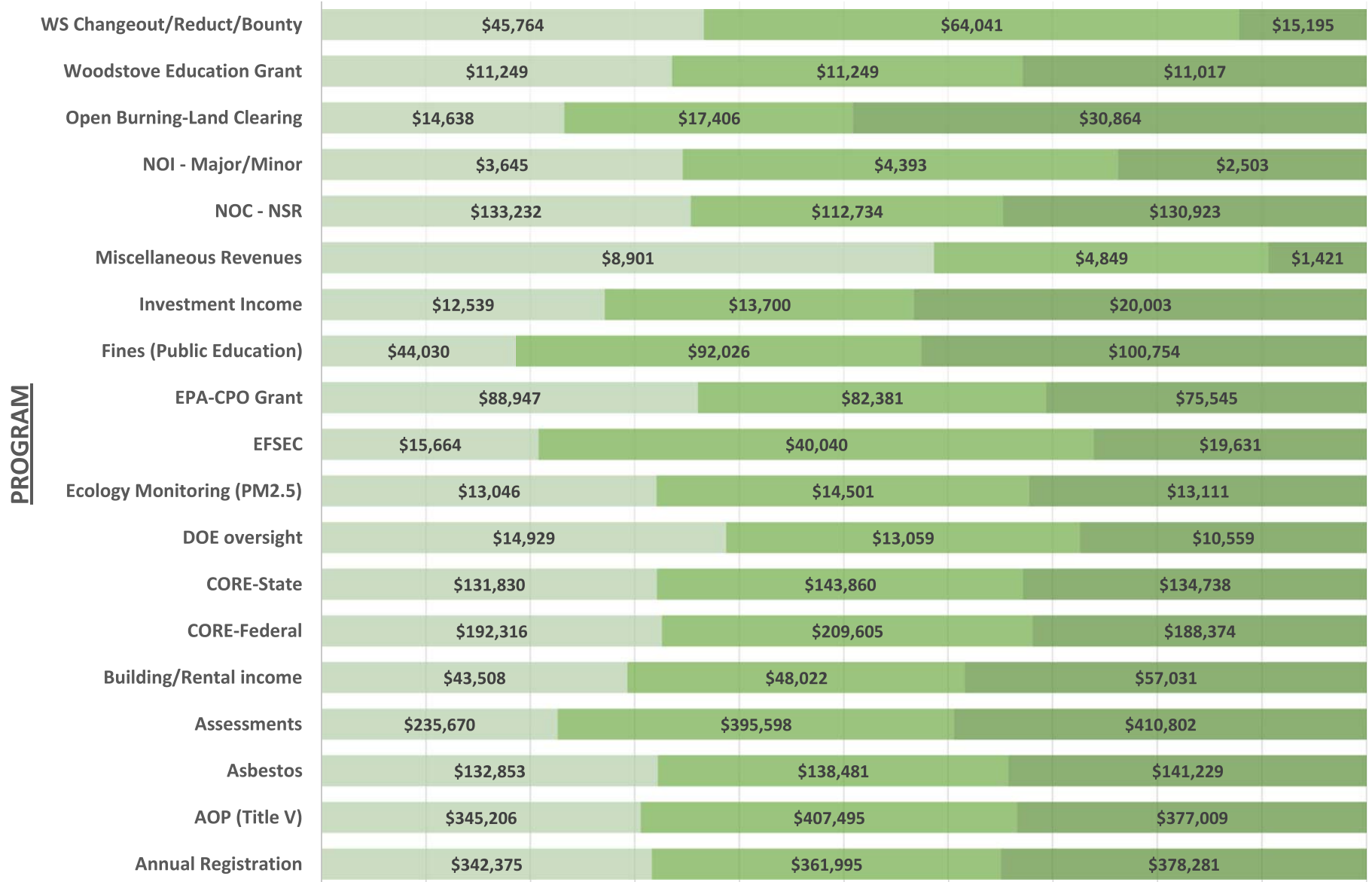
" Capital Reserve Funds " defined..... An amount established by board direction to save for long-term capital expenditures (bldg, equipment, database). Res. #251 dated 06/13/12; Res. #260 dated 11/12/14

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

***The total Fund Balance includes all funds on deposit at the bank.**

REVENUE

■ 2016 ■ 2017 ■ 2018



ORCAA Revenue 2009 - Present

**Year-End
Estimates for
2019**

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	10-Yr Avg	Year-End Estimates for 2019
AOP (Title V)	\$ 397,751	\$ 431,316	\$ 430,971	\$ 380,709	\$ 349,485	\$ 321,548	\$ 320,316	\$ 345,206	\$ 407,495	\$ 377,008	\$ 376,180	\$ 390,871
NOC - NSR	49,327	63,800	59,257	42,674	66,380	57,631	65,525	133,232	112,734	130,923	\$ 78,148	112,581
NOI - Major/Minor	14,100	22,280	54,925	6,505	15,050	8,440	4,063	3,645	4,393	2,503	\$ 13,590	2,988
Annual Registration	201,410	202,071	204,296	224,930	345,392	340,285	347,675	342,375	361,995	378,281	\$ 294,871	374,718
Assessments	216,947	221,538	224,149	226,172	229,798	231,549	233,432	235,670	395,598	410,802	\$ 262,566	426,529
DOE oversight	17,589	15,196	13,592	12,973	10,358	24,181	17,020	14,929	13,059	10,559	\$ 14,946	10,937
Asbestos	85,095	91,430	89,967	97,750	110,375	115,245	126,650	132,853	138,481	141,229	\$ 112,908	155,991
Open Burning-Land Clearing	26,875	23,150	18,825	19,500	15,475	13,813	15,550	14,638	17,406	30,864	\$ 19,610	30,829
Woodstove Education Grant	9,033	10,008	7,722	12,208	8,487	11,332	11,332	11,249	11,249	11,017	\$ 10,364	11,017
WS Changeout/Reduct/Bounty	51,500			23,938	36,728	116,228	48,106	45,764	64,041	15,195	\$ 40,150	66,271
Ecology Monitoring (PM2.5)	1,500	9,600	10,500	12,000	13,500	13,500	13,500	13,046	14,501	13,110	\$ 11,476	13,889
EPA-CPO Grant	52,500	80,167	142,137	126,205	83,867	89,914	85,276	88,947	82,381	75,545	\$ 90,694	96,609
CORE-Federal	148,884	154,484	181,670	169,445	172,022	195,840	179,473	192,316	209,605	188,374	\$ 179,211	188,374
CORE-State	104,128	111,105	122,896	111,104	104,371	129,958	121,205	131,830	143,860	134,737	\$ 121,519	134,737
EFSEC		44,648	59,430	43,926	30,291	18,069	18,263	15,664	40,040	19,631	\$ 28,996	63,677
Ultrafine							147,480	109,197			Ended 2016	-
Community Scale Air Toxics											New 2018	169,083
Fines (Public Education)	49,963	59,431	53,728	73,287	57,761	49,921	59,168	44,030	92,026	100,754	\$ 64,007	53,071
Investment Income	93,861	47,272	26,621	17,493	12,402	10,661	10,463	12,539	13,700	20,003	\$ 26,502	28,074
Miscellaneous Revenues	8,165	5,034	7,259	11,796	411	8,616	7,928	8,901	4,849	1,420	\$ 6,438	643
Building/rental income	85,774	88,608	62,617	15,126	21,533	23,646	28,107	43,508	48,022	57,031	\$ 47,397	46,660
RESERVE - Budgeted	\$ 202,891	\$ 251,597	\$ 146,780	\$ 209,678	\$ 187,291	\$ 142,857	\$ 256,460	\$ 170,850	\$ 60,552	\$ 122,425	\$ 175,138.10	\$ 163,581
RESERVE - Used (Admin)	\$ 24,633	\$ -	\$ 23,479	\$ 71,671	\$ 21,944	\$ 1,602	\$ 73,705	\$ 77,331	\$ -	\$ -	\$ 29,436.50	\$ -