

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

Finance Committee Meeting

May 12, 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 April 14, 2021

4. **FINANCE REPORT**
 1. Annual Budget and Fund Balance FY2022-Draft
 2. FY2022 Proposed Fee Schedule-Draft
 3. 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

April 14, 2021

Members present Cynthia Pratt, City of Lacey (Chair)
 Jim Cooper, City of Olympia
 Randy Neatherlin, Mason County

Members absent

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

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

Pratt asked for approval of the Agenda. Neatherlin 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

Third Quarter Fiscal Year 2021

Harding noted this report covers activity through the end of March 2021. With an annual budget of \$2.5 million, we have received \$2.2 million at this time. Harding wanted to highlight the NOC and Fines line items. It was noted we exceeded both line items due to receipt of an investigation fee and a large fine issued to Sierra Pacific Industries (SPI). McNair explained SPI is working on replacing their kilns and began construction prior to receiving their approved permit.

Harding continued noting the breakdown of revenues equate to 58% of our revenues is attributed to fees, 19% in grants (Ecology/EPA), 21% comes from our local assessments and 3% is the other items (rental/investments). Harding noted we are in line with where we were last year at this time. Harding noted we are fully rented at this time. Moving on to expenditures, Harding stated salary and benefits is on target and slightly under due to employment security department did not increase premiums and AWC was able to keep our medical/dental/life premiums much lower than we anticipated. Harding stated we are underspent in several categories of non-payroll, and based on workload and needs of the agency, we believe we will be underspent at year end as well. We are anticipating replacing the front door and flooring in our suite this year. Our woodstove fund is nearly spent, with Nelson having allocated all the funds remaining in our current contract. We may be getting additional funds before the end of this fiscal year. The Community Toxics program has ended, and Hadley published her paper. Total expenditures are at 71% of the budgeted amount. Harding briefly went over the fund balance noting we started with \$1.7 million and as of March 31, we are over \$2 million.

Annual Budget FY2022-Draft

Harding explained we are looking at a budget of \$2.6 million with \$183,000 to be used from our unreserved budget to balance. Harding went over the line items in revenue. Harding noted we decreased the investment income line due to the economic conditions and money markets, etc are

not paying what they used to. McNair added we are using a CPI of 1.4% for our fees. Cooper asked for a copy of the investment portfolio and discuss it at a future meeting. It was noted ORCAA is part of the Thurston County portfolio. Harding did note we are obligated to use Thurston County. Before moving on, Cooper wanted to add he is very interested in incorporating a permit fee for outdoor burning in Thurston County for this upcoming budget. He added, he did speak with Commissioner Mejia and noted he would only propose it if he had support from Thurston County.

Harding moved on to expenditures noting CPI of 1.4% was added to salaries and there was a slight increase applied to the AWC premiums. Our non-payroll remains about the same as the previous year, although we increased the line for professional services based on activity and history. We increased our office building operating budget slightly, adding some maintenance projects we hope to get done this upcoming year. Harding noted there was a breakdown at the bottom of the page to show how, if we have a surplus or deficit, we break it down and where it goes.

Cooper asked if this year was a review for the Director. McNair stated it was not, last year was a review, but she didn't get an increase due to the pandemic. She noted they stated they may potentially give an increase this year. Cooper asked if we were due for a salary survey. McNair noted it has been more than five years, but we were waiting for the end of the pandemic. Pratt asked, if we do a salary change for the Director, when do we need to finalize it. McNair stated, with the budget. Cooper requested comps be sent to the finance committee. Cooper asked how ORCAA is accommodating employees working at home with equipment, ergonomics support, etc. Do we need to set aside extra money for that or is everything already dealt with? McNair stated only 1 employee took equipment home, everyone else are using their own equipment and signing into our network. We hope to have everyone back to the office by July, McNair stated. Cooper noted we may need to discuss, at a later meeting, whether our office space needs changes in the new world.

Annual Budget FY2022 Fund Balance-Draft

Harding briefly went over the Fund balance sheet, noting we anticipate starting the year with \$1.8 million. After adding the revenue of \$2.3 million and subtracting expenditures of \$2.5 million, we hope to end June 2022 with \$1.6 million. We are looking at using \$183,000 of the unreserved general fund to balance the budget.

FY2022 Proposed Fee Schedule

McNair noted the per capita assessments have all been increased by 1.4%. McNair reminded the committee that they did not add a CPI to last years' assessment. Agricultural burning fees are not included in our proposed increase as the fee is set by Ecology. Land Clearing, Asbestos, Demolition and Registration were all increased by 1.4% across the board. For Notice of Construction we added the 1.4% and then we did adjust a couple of fees by the hours. Staff did a look at how many hours it takes to permit a particular piece of equipment and in some cases, we had underestimated, but there were a few places where we lowered the fee and hours. McNair went into detail on a few of the changes on the NOC fee page.

Cooper asked Neatherlin how he felt the counties were doing and whether we should consider suspending the assessment increase another year. Neatherlin stated Mason County is actually doing quite well. Cooper stated he felt the same about the city. McNair stated she hopes everyone is doing well because we hate to get too far behind. If you recall, these smaller increases were what the Board wanted.

ORCAA Building Expense – 5 Year Plan

Harding noted we provided this to the committee last year and it has been slightly updated since then. We have identified a few improvement items for the 2022 budget year. We would like to redo our parking lot, clean up the landscaping, repair or replace our front door and tile the front entrance, and repair of the faucet in the kitchen. Harding stated she has been getting a list together from the

small works roster to begin the bid process on the front door and entryway.

Pratt requested the page be set up in a different manner. It would be more helpful if the items were listed by the year they are going to be accomplished. There was some discussion as to the best way to show. Staff stated they would work on this change. Cooper asked to have a solar project included when we do the roof replacement. He also noted we need to have a conversation about moving away from gas when we replace the heat pump systems. Cooper noted it might be worth getting a bid to redesign the entire system, making it more efficient and climate friendly, rather than just replace the units.

Pratt asked if there was anything further. Cooper asked if the language in the documents can be gender neutral (man door shouldn't be a thing). He added it would be nice to go through our policies and By-Laws as well, making them gender neutral and inclusive. McNair stated she believes most of our documents are gender neutral, but we will look.

The meeting adjourned at 9:58 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 14, 2021, 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 & EXPENSES**
For The Fiscal Year Ending ...

ESTIMATED VR
END (as of 04/26/21-
lmb)

DRAFT 04/26/2021

	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	\$ 187,094	\$ 164,703	\$ 187,095	\$ 187,095
Core-State	131,211	135,372	119,152	135,371	135,371
PM Agreements:					
Ecology Monitoring	13,500	13,500	13,500	13,500	13,500
CPO Project w/EPA-Maintenance & Operations	95,407	86,077	82,093	86,077	86,077
Community Scale Air Toxics	167,454	34,000	37,733	-	-
Woodstove Reduction & Bounty Program w/Ecology	168,816	160,000	156,622	150,000	150,000
Woodstove Grant	9,939	9,939	9,939	9,939	9,939
FEES					
Assessments	\$ 446,188	\$ 451,908	\$ 451,908	\$ 464,582	\$ 471,086
Title V - AOP	378,083	399,625	422,747	601,075	557,305
EFSEC	32,461	26,565	24,379	47,395	38,085
Ecology Oversight	12,326	12,000	11,500	15,000	15,000
Annual Registration	396,502	397,944	388,509	387,000	392,418
NOC - NSR	134,985	107,000	237,973	140,000	141,960
NOI - Major/Minor	7,773	4,500	1,300	1,000	1,014
Outdoor Burning	-	-	-	-	-
Asbestos	127,199	122,000	137,038	125,000	126,750
Land Clearing	31,909	15,500	30,158	20,000	20,280
OTHER					
Fines	\$ 66,207	\$ 55,000	\$ 159,460	\$ 55,000	\$ 55,000
Investment Interest	34,923	25,000	15,308	15,000	15,000
Miscellaneous Income	1,890	1,000	1,005	500	500
Building Income	60,037	61,300	58,660	58,584	59,404
CONTINGENCY FUNDS					
General Fund Contingency Draw	\$ -	\$ 257,638	\$ -	\$ 183,011	\$ 140,106
TOTAL REVENUE	2,498,004	2,562,962	2,523,687	2,695,129	2,615,890
General Fund Contingency Draw	\$ -	\$ 257,638	\$ -	\$ 183,011	\$ 140,106
Title V Contin. Build & Gen Fund Reimbursement	\$ -	\$ -	\$ -	\$ 143,850	\$ 30,000
Actual Revenue	\$ -	\$ 2,305,324	\$ 2,523,687	\$ 2,368,268	\$ 2,445,784
	\$ -	\$ 2,562,962	\$ 2,523,687	\$ 2,551,279	\$ 2,585,890
	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
PAYROLL					
Salaries	\$ 1,477,803	\$ 1,497,127	\$ 1,487,122	\$ 1,531,886	\$ 1,553,332
Employee Benefits	505,310	559,627	515,210	527,786	543,620
Sub-Total P/R Expenses	\$ 1,983,113	\$ 2,056,754	\$ 2,002,332	\$ 2,059,672	\$ 2,096,952
NON-PAYROLL					
Office Supplies/Sm Supply Purchases/Safety	\$ 5,168	\$ 9,414	\$ 5,247	\$ 6,045	\$ 6,000
Gasoline Vehicles	4,625	5,400	2,813	5,200	5,200
Computer Hard/Soft/Supplies	8,530	13,422	15,489	15,707	16,000
Bd. Prof. Ser. & Travel Reimb.	835	1,200	-	1,200	1,200
Staff Training & Conferences & Travel	10,245	13,000	4,917	15,000	13,000
Professional Srs.	49,999	43,800	50,899	56,200	56,000
Telephone	11,838	14,000	13,687	15,000	15,000
Database	-	-	-	-	-
Postage	5,359	4,600	4,960	4,800	4,900
Insurance (Bldg, Veh, Staff)	30,138	32,000	33,509	35,520	37,650
Wellness Program	236	400	400	400	400
Public Education	11,942	10,000	5,998	7,250	7,300
Miscellaneous	58	900	111	600	600
Dues & Subscriptions	3,749	3,300	3,614	3,900	3,900
Audit/Acctg	6,722	23,000	23,622	8,100	24,100
Printing (included with Public Education)	426	-	-	-	-
Rent-Satellite Office	2,400	2,400	2,600	2,400	2,400
Maintenance - Copier	1,373	1,800	1,240	1,600	1,600
Vehicle Purchase	-	20,000	-	20,000	-
Maintenance - Vehicles	1,412	2,000	765	2,000	2,000
Sub-Total Administrative Expenses	\$ 155,055	\$ 200,636	\$ 169,871	\$ 200,922	\$ 197,250
OFFICE BLDG. OPERATING					
Interest Expense & Principal - Office Bldg.	\$ 44,914	\$ 45,500	\$ 44,890	\$ 45,109	\$ 45,600
Utilities/Alarm Monitoring	14,262	16,000	15,688	17,000	17,000
Janitorial Supplies	7,700	10,200	10,494	12,386	12,588
Maintenance Office Bldg.	6,768	6,000	4,405	11,200	10,000
Leasehold Improvements	-	30,000	-	30,000	31,000
Sub-Total Office Building Operating	\$ 73,645	\$ 107,700	\$ 75,477	\$ 115,695	\$ 116,188
NON-ADMINISTRATIVE-OPERATING					
Woodstove Reduction Program/Bounty	\$ 123,050	\$ 135,000	\$ 120,650	\$ 120,000	\$ 120,000
DOE Oversight Fees	12,326	12,000	11,500	15,000	15,000
Monitoring Program - CPO	33,565	33,400	30,089	34,500	35,000
Community Scale Air Toxics	53,049	12,447	168	-	-
Monitoring Programs	628	5,025	5,138	5,490	5,500
Security Deposit Refunds	903	-	305	-	-
Sub-Total Non-Administrative - Operating	\$ 223,522	\$ 197,872	\$ 167,850	\$ 174,990	\$ 175,500
TOTAL EXPENDITURES	\$ 2,435,335	\$ 2,562,962	\$ 2,415,530	\$ 2,551,279	\$ 2,585,890
Net Surplus (Deficit)	\$ 62,668	\$ -	\$ 108,157	\$ 143,850	\$ 30,000
Breakdown of Net Surplus (Deficit):					
Net Surplus (Deficit) to General Fund FY2020	\$ 62,668				
Net Surplus (Deficit) to General Fund FY2021		\$ 108,157			
Net Surplus (Deficit) to General Fund FY2022			\$ 113,850		
Net Surplus (Deficit) to Title V Contingency FY2022			\$ 30,000		
Net Surplus (Deficit) to Title V Contingency FY2023					\$ 30,000
	\$ 62,668	\$ -	\$ 108,157	\$ 143,850	\$ 30,000
Population	547,470	554,488			
Per Capita Assessment	0.815	0.815	0.827	0.839	

Title V - AOP Fees:	FY2022	FY2023
Fiscal Year Workload	\$ 457,225	\$ 527,305
Repayment to General Fund	\$ 113,850	\$ -
Contingency Fund	\$ 30,000	\$ 30,000
	\$ 601,075	\$ 557,305

To reimburse General Fund

Expenses exceeding 10% of a budget category (within each sub-category: P/R, Non-P/R, Bldg, Operating) requires board approval.
5/6/2021

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

DRAFT 04/26/2021

	*ESTIMATED YR END (as of 04/26/21-1mb)			
	Actual	Current Budget	Proposed	Projected
	FY 2020 General Fund	FY 2021 General Fund	FY 2022 General Fund	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	\$ 1,829,233	\$ 1,646,222
Plus: Revenue Fiscal Year	\$ 2,498,004	\$ 2,523,687	\$ 2,368,268	\$ 2,445,784
Less: Expenditures Fiscal Year	\$ (2,435,335)	\$ (2,415,530)	\$ (2,551,279)	\$ (2,585,890)
ENDING Fund Balance 06/30/20xx.....	\$ 1,721,076	\$ 1,829,233	\$ 1,646,222	\$ 1,506,116
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	\$ 398,556	\$ 412,810	\$ 405,717
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	\$ 858,956	\$ 970,210	\$ 1,060,117
Contingency Fund					
Title V Program (due General Fund)		\$ (56,282)	\$ (113,850)	\$ -	\$ -
UNRESERVED Fund Balance		\$ 1,008,687	\$ 1,084,127	\$ 676,012	\$ 445,999
Year End		6/30/2020	6/30/2021	6/30/2022	6/30/2023

Contingency Build for Title V

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".

*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

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, 202~~0~~1

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	\$ 8681055	1012
10 or more but less than 30	\$ 10411144	1213
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) - cumulative horsepower ≤ 2000bhp	\$ <u>607791</u>	<u>79</u>
Emergency Engine (per engine) - cumulative horsepower ≥ 2000bhp	\$ <u>7801583</u>	<u>918</u>
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>868615</u>	<u>107</u>
Gasoline Dispensing Station — Stage 2 Removal Only	\$ — 520	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>8681232</u>	<u>1014</u>
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 <u>not listed above</u> - Small ²	\$ <u>433440</u>	5
Other Equipment <u>not listed above</u> - Medium ²	\$ <u>12151232</u>	14
Other Equipment <u>not listed above</u> - Large ²	\$ <u>29492991</u>	34
Equipment Modification - Modification <u>as defined in per ORCAA Rule 1.4³ are physical changes or changes in the method of operation that may cause an emissions increase</u> <u>Deviation from approved plans per ORCAA Rule 6.1.2(I)</u> <u>Significant changes in conditions (does not fall under ORCAA Rule 6.1.11)</u>	One half the applicable filing fee	One half the <u>associated</u> base-fee hours
<u>In-Kind Replacements – replacement of equipment with a unit of same or smaller size, except for asphalt plants, combustion equipment >30 MMBtu/hr, and other replacements as determined by the Executive Director</u>	<u>One half the applicable filing fee</u>	<u>One half the associated base-fee hours</u>

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	\$ — 607	7

Change in Conditions Per Rule 6.1.11⁴ (No Complexity Fee)

Equipment/Activity	Fee	Base-Fee Hours
Change in Conditions	615	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	\$ <u>12151232</u>	14
Additional processing costs above base-fee hours	\$ <u>86.7487.95/hr</u>	
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~~

~~Abrasive Blasting~~

Coffee Roaster

~~Dry Cleaner~~

Emergency Engine ≤2000bhp

Gasoline Dispensing Facilities

Rock Crushing Plant — ~~General Order~~

Spray Painting – Autobody

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

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.

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, 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 / Leasehold Improvements

During Fiscal Year 2022, the following maintenance and leasehold improvements will be performed on the office building.

Re-stripe parking lot and reseal gravel parking	\$	4,000	M
landscape maintenance & clean up (and secure annual landscape contract)	\$	5,000	L
Upgrade oldest HVAC unit in Ste #101 and #102	\$	22,000	L
replace front entry floor Suite A south side of building with tile flooring	\$	2,000	L
replace front entry door in Suite A	\$	2,000	L
Gutter maintenance	\$	500	M
new kitchen faucet in Ste #A	\$	150	M
electrical, miscellaneous maintenance	\$	1,350	M
Sunrise Pest Control, annual contract	\$	1,200	M
Air Handlers, annual contract HVAC	\$	3,000	M
		<hr/>	
	\$	41,200	

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	\$ 2,000
replace windows as needed	5	\$ -
Ste A entry; concrete work to prevent/eliminate water puddling at entrance	2	\$ 5,000
Interior		
repair/replace front entry door Suite A	1	\$ 1,500
replace front entry floor Suite A south side of building with tile flooring	1	\$ 900
replace carpet in Ste A "great" room, 2nd floor PIO, ASM offices - replace flooring with carpet, vinyl, or laminate wood Avg \$5/sqft carpet, \$1.50 sf installation x 2600 sf (incl FrontOff, DA,FM,RM,MG,Lab,greatroom)	5	\$ 16,900
replace carpet in : Ste B common area	5	\$ -
each office suite #101, 102, 104, 105, 106, 200, 201-large room	5	\$ 2,800
replace baseboard trim when flooring is replaced	5	Incl. w/carpet
replace window blind in Ste #101	1	\$ 65
replace vinyl flooring in all restrooms (x 6 restrooms)	5	\$ 1,100/each
interior painting of building (including restrooms, kitchens, hallways, etc. as needed)	5	
insulation of walls, attic, crawl spaces to reduce noise and weatherization needs	5	
new kitchen faucet in Ste #A	1	\$ 150
Electrical		
install surge protector on both electrical panels	1	\$ 544
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	
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		
Notes:		
12/26/2019	received bid from electrician for installing surge protectors at both main panels	
12/16/2019	conducted walk-thru with HVAC company to research options on HVAC	
12/16/2019	structural engineer site visit to evaluate roof/beam	

3/26/2020

/Building/5-year schedule