

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

Finance Committee Meeting

June 12, 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 May 8, 2019

IV. FINANCE REPORT

1. Executive Director's Salary
2. Draft Fiscal Year 2020 Budget
 - Proposed Budget and Fund Balance Sheet
 - 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

V. ADJOURN

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

Finance Committee Meeting

May 8, 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 Agenda, 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

Executive Director's Salary

McNair explained she did not yet receive complete information for the upcoming year, but noted she is only looking at air agencies that are comparable in size. She stated she is currently at \$11,250/mo; Southwest is at \$12,285/mo; Northwest is at \$13,786/mo; and Lane County is at \$11,794/mo.

McNair stated Northwest will be getting an increase of 3.2% (\$14,228); Lane County wasn't sure what the new salary would be, however it would be between his current \$141,000 and \$148,000. We have not yet heard back from Southwest. McNair explained she didn't compare to Puget Sound as they are much larger, and on the east side of the state it is different situation. McNair reminded them we have applied the CPI to salaries and the budget includes the director's salary with that increase.

Cooper asked for the information to be sent via e-mail so they can take a better look. After some discussion the committee requested the last five years of the director's salary. He did request the last few years of the director's salary, along with the new information given today. Pratt asked when the decision needs to be made. McNair noted the budget needs to be passed by the June meeting.

Neatherlin, noting he is new to the Board, requested additional information. Neatherlin requested a copy of the salary schedule, all the other directors' salaries, and the number of employees they have. He also requested any specific duties our director has that others may not have. Pratt added, we don't want our director to always be at the bottom, we'd prefer the director to be comparable or middle of the road. Neatherlin stated he wasn't sure, it depends on what we are looking at. Cooper noted it is important to be competitive as well.

Neatherlin also requested a copy of McNair's contract.

Draft Fiscal Year 2020 Budget

Cormier asked if the fees attached were all tied to the CPI. McNair stated they were.

Harding noted there weren't many changes since the last meeting. We did have to update the AOP after a final analysis, based on workload, determined some changes were necessary. The previous month, we had \$350,000 and have increased that to \$378,000. This also affects the reserve level we need to maintain for that program. Last month we estimated a use of our reserves at \$212,000, with the increase for the AOP, that is now estimated at \$216,000.

Harding stated there were no changes to the expenditures. Harding moved on to the Fund Balance, noting the changes she described are reflected on this page. Harding explained the \$2,286,000 is the revenue coming in but does not include the transfers from the reserve funds. The expenditures are at \$2.4 million, so we estimate in June 2020 we will have a fund balance of \$1.4 million. Of that balance, we will use \$216,000, from the general fund, to balance our budget. The other board established reserve funds are listed out as well.

Cooper, noting they are reviewing their reserve practices at the city, wondered if our reserve levels are too high. Harding noted we do talk with the auditors who look to see that we have adequate reserve levels. Pratt asked if the auditors are comfortable with our levels. Harding stated they are.

Neatherlin noted it is important, as a finance committee, to look at what it takes to balance our budget. Neatherlin asked if we have ever seen options of what it would like to tighten our belt. We can continue to move the reserves, but it isn't fixing the actual issue. Cooper noted we don't actually ever use the reserves, or much of it. Each year they budget the use of the reserves and then they don't use it.

McNair did remind them if we do run low on funds, the RCW dictates we go back to our local jurisdictions to get the funds needed. Neatherlin noted there is another option. McNair stated we can't lay off staff. We are at minimum staffing level and we made it through the recession without laying any staff off. We didn't add a COLA for a couple of years, but if we were to lay off staff, we could not get our work done. Neatherlin noted he hears that all the time, but it is still an option, and we need to consider all options not just raising fees.

Neatherlin stated the finance committee should look at fees as well. The committee agreed, noting they have looked at them in the past. Neatherlin noted anything we do should be covered by our fees and we shouldn't be running backwards, you need money to offset the fees. Cormier added that is his reason for supporting assessments, more than fees. Fees can be up and down year to year, but the assessments are a requirement of our cities and counties to pay to ORCAA and he feels that is where we should be making up the differences. Neatherlin felt it should be a last resort.

Pratt added we may want to look at various options to narrow the gaps. Cooper would like to see a scenario where it balances. The committee agreed.

McNair briefly went over the fees, noting they have been increased by 2.9% (except agricultural fees). Periodically, McNair explained, we do reevaluate the fees to make sure we are charging correct amounts. Neatherlin stated he would like to see options in the future, making sure we are covering all costs regardless of the CPI. We want to make sure we are not going backwards. Neatherlin requested recommendations regarding the fees that staff may feel need to increase to cover the costs. Cooper agreed, noting the expenditure line, perhaps 2.9% isn't enough. We have the adjustment, but the expenses have gone up about 5.1% and it is the Board's discretion to adjust the fees to reflect reality. Harding explained the different funds ORCAA receives to offset the cost of our fee-based programs.

Pratt noted we might want to consider raising the fees by 3.5 or 4% to see what it looks like. Neatherlin agreed, as long as it is justified. Pratt noted she understood the fees are based on

workload, however the CPI doesn't appear to be covering the costs. Pratt felt there may be a gap between the actual cost and the cost of doing business. Harding noted she felt she was hearing the committee request we allocate the \$216,000 we will be using from the reserves into the fees. Neatherlin and Cooper agreed stating, as much is reasonable. Cormier asked what the intent of the assessments is, noting he thought he knew. McNair explained it is to be used to pay for things that go back to the communities (community complaints regarding odors, air monitoring, outdoor burning, etc.). McNair stated it was her opinion the assessments need to go back to the community. Cormier noted, technically, you could disburse every form of expenditure into a permit fee (electricity, etc.), but he felt the assessments were meant to be used for indirect costs that are not fee eligible.

Pratt noted we need to move forward with the Agenda.

5-Year Forecast

Harding gave a brief explanation of the forecast. The committee looked over the forecast and determined there was no need for further discussion at this time.

Revenue History

Harding gave a brief explanation of the revenue history, noting the final column does not have an anticipated use of reserves. The committee looked over the revenue history and determined there was no need for further discussion at this time.

There was nothing further of the committee.

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 May 8, 2019, in Olympia, Washington.

ATTEST:

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

 Cynthia Pratt, Chair
 ORCAA Finance Committee

DATED: _____

	Benton County Clean Air Agency	Northwest Clean Air Agency	Olympic Region Clean Air	Puget Sound Clean Air Agency	Southwest Clean Air Agency	Spokane Regional Clean Air	Yakima Regional Clean Air Agency	Lane Regional Air Protection Agency
Employees	4	23	16	67	16	20	10	18
Counties	1	3	6	4	5	1	1	1
Population (approx)	197,420	430,730	547,470	4,134,660	681,180	507,950	254,500	347,748
EDSalary 2019 Current	\$ 95,000	\$ 165,432	\$ 135,000	\$ 203,004	\$ 147,444	\$ 107,384	\$ 87,000	\$ 141,528
ED Salary 2020 proposed	\$ 95,000	\$ 170,726	\$ 138,912		\$ 154,521	salary adjus	\$ 87,000	\$141,536-148,400

includes 2.9%
COLA

Yakima Air Director
has additional
benefits equalling a
salary of \$115,000

ORCAA - Annual Payroll Costs

		FY2017	FY2018	FY2019	FY2020	FTE	Hired
		<u>Annual Salary</u>	<u>Annual Salary</u>	<u>Annual Salary</u>	<u>Annual Salary</u>		
	<u>Name</u>	<i>Actual</i>	<i>Actual</i>	<i>Projected</i>	<i>Projected</i>		
Engineer 1	Arroyo	14,619.00	0.00	0.00	0.00	0.00	Left Agency
Janitor	Brown	7,361.90	1,942.28	0.00	0.00	0.00	Left Agency
Engineer Supervisor	Demay	91,452.00	95,088.00	99,408.00	105,360.00	0.87	Apr-12
Compliance-AQS 1	Feidt	0.00	0.00	34,744.00	54,732.00	1.00	Nov-18
Compliance-AQS 2	Gibson	51,288.00	53,772.00	58,968.00	63,216.00	1.00	Jun-15
Engineer Manager	Goodin	118,924.00	123,948.00	127,668.00	131,376.00	1.00	May-92
IT / Monitoring Specialist	Grant	60,172.00	63,092.00	66,992.00	71,068.00	1.00	Nov-15
Senior Monitoring Special.	Hadley	87,604.00	91,760.00	97,350.00	100,668.00	1.00	Aug-12
Admin Services Manager	Harding	84,360.00	85,800.00	88,380.00	90,948.00	1.00	Mar-03
Engineer 2 w/PE	Manley	77,610.00	81,372.00	88,784.00	95,806.00	1.00	Sep-13
Executive Director	McNair	124,000.00	128,004.00	135,000.00	138,912.00	1.00	Mar-09
Maintenance	Meinberg	659.25	308.31	1,300.00	3,000.00	0.01	Jun-10
Compliance-AQS 2	Mingo	52,944.00	55,452.00	8,178.38	0.00	0.00	Left Agency
Office Mgr-Public Records	D Moody	72,324.00	73,548.00	75,756.00	83,636.00	1.00	May-91
Compliance Manager	R Moody	119,220.00	123,948.00	127,668.00	131,376.00	1.00	Apr-91
Public Info Officer	D. Nelson	84,360.00	85,800.00	88,380.00	90,948.00	1.00	Feb-04
Compliance Supervisor	Shults	88,976.00	94,329.00	100,689.00	106,723.00	1.00	Feb-05
Janitor	Wack	0.00	4,468.00	7,508.28	0.00	0.00	Left Agency
Customer Service-Records	Wallner	40,856.00	42,955.35	45,408.00	49,056.00	1.00	Nov-13
Engineer 1	Whybrew	39,522.92	73,710.00	78,270.00	83,034.00	1.00	Dec-16
Compliance-AQS 1	Wright	39,227.54	50,133.42	0.00	0.00	0.00	Left Agency
Compliance-AQS 1	Shevlino	0.00	0.00	13,029.00	54,042.00	1.00	Apr-19
Janitor	NEW Janitor	0.00	0.00	0.00	8,400.00	0.20	Pending
Intern	Cutler	0.00	72.99	15,747.01	7,217.00	-	Interns
Intern	Schumaker	0.00	72.99	15,107.97	5,155.00	-	Interns

Annual Employer Paid Benefits

Salaries	\$ 1,255,480.61	\$ 1,329,576.34	\$ 1,374,335.64	\$ 1,474,673.00
FICA	94,903.00	100,687.79	106,133.00	112,812.00
DRS-Retirement	139,225.00	167,857.11	172,910.00	187,228.00
AWC-Medicals	181,263.36	182,304.35	187,774.00	242,865.00
L&I	5,670.34	6,898.47	7,898.00	6,258.00
Paid Med Fam-ESD	0.00	0.00	1,725.00	4,747.00
	\$ 1,676,542.31	\$ 1,787,324.06	\$ 1,850,775.64	\$ 2,028,583.00
				16.07

<u>DRS Rate History</u>		
<u>StartDate</u>	<u>EndDate</u>	<u>ORCAA</u>
7/1/2015	6/30/2017	11.18%
7/1/2017	8/31/2018	12.70%
9/1/2018	Present	12.83%

Executive Director Salary History

2015	\$	111,780	
2016	\$	120,000	
2017	\$	123,996	
2018	\$	128,000	
2019	\$	135,000	
2020*	\$	138,912	*2.9% COLA

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

Proposed 5/30/2019

	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	60,708.00	61,922.16
RESERVE FUNDS					
Reserve Funds - General Fund - Administration	\$ -	\$ 163,581.07	\$ -	\$ 200,290.23	\$ 292,978.22
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	\$ 2,470,320.73	\$ 2,518,657.58

**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	553,909.73	576,066.12
TOTAL P/R EXPENSES	\$ 1,787,324.06	\$ 1,951,058.57	\$ 1,348,449.38	\$ 2,028,582.73	\$ 2,080,232.58
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	\$ 2,470,320.73	\$ 2,518,657.58

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

Proposed 5/30/2019

	<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	\$ 1,454,878
	FY ESTIMATES			
Plus : Revenue Fiscal Year	\$ 2,359,549		\$ 2,302,212	\$ 2,226,848
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	\$ 1,454,878	\$ 1,163,069
	Year End 6/30/2019	--	6/30/2020	6/30/2021
General Fund Balance applied to FY Budget (Reserves)	\$ -		\$ 200,290	\$ 292,978
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		\$ 645,375	\$ 298,697
	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	\$ 1661709	20
Crematory	\$ 914941	11
Dry Cleaner (per machine)	\$ 581598	7
Dry Kilns	\$ 10801111	13
Emergency Engine (per engine) ≤ 2000bhp	\$ 581598	7
Emergency Engine (per engine) ≥ 2000bhp	\$ 747769	9
Non-Emergency Engine (per engine)	\$ 10801111	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	\$ 831855	10
Gasoline Dispensing State – Stage 2 Removal Only	\$ 498512	6
Log yard	\$ 581598	7
Printing	\$ 581598	7
Process Equipment ≤20,000 cubic feet per minute at design capacity	\$ 831855	10
Rock Crushing Plant	\$ 415427	5
Soil Remediation	\$ 10801111	13
Spray Painting – Autobody (per operation/booth)	\$ 664683	9
Spray Surface Painting Coating – Aviation, Wood, Truck Bed Lining, Boat, Other (per operation/booth)	\$ 831855	10
Storage Tanks ≤10,000 gallon total capacity (other than at retail gasoline dispensing stations)	\$ 747769	9
Wastewater Treatment Plant	\$ 17441795	21
Welding	\$ 831855	10

Other Not Classified Above

Equipment/Activity	Fee	Base-Fee Hours
Other Equipment - Small ^{1,2}	\$ 415427	5
Other Equipment - Medium ^{1,2}	\$ 11631197	14
Other Equipment - High ¹ Large ²	\$ 28242906	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	\$ 664683	8
Change in Conditions per ORCAA Rule 6.1.11	\$ 581598	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	\$ 83.0585.46
-------------	--------------------------

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
-------------------	---

**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	