

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

Finance Committee Meeting

August 12, 2020  
9:00 am

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***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 8, 2020
  
4. **FINANCE REPORT**
  1. Fiscal Year 2020 – Year End
  
5. **ADJOURN**

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

**Finance Committee Meeting**

April 8, 2020

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

Members absent

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

The meeting was conducted via ZOOM.

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

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

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

**FINANCE REPORT**

Fiscal Year 2021 – Draft Budget

McNair explained we updated the budget based on the April 1 meeting. We are still looking at our Title V numbers and doing our best to refine the budget regarding those sources. We do have one Title V source that will likely be getting out of the program, so we are needing to factor that in as well.

McNair summarized the three proposals before the committee. The first option would have no fee or pay increase, and we would project the use of \$259K of our contingency fund. The second option would include a 1.5% fee increase and 1.5% pay increase and we would project the use of \$268K from our contingency fund. The third option is a 1.5% fee increase, except the assessments to our jurisdiction (counties/cities) and 1.5% pay increase for staff which would project \$275K from our contingency fund.

Pratt asked the committee if the three options captured what had been discussed. The committee agreed it did.

Cooper noted the personnel committee met and their recommendation to the committee and Board would be to tie the Director's salary to whatever the staff salary changes are approved. We will look at this again in a year, if not sooner.

Cooper noted he feels like he should choose the first option but is in favor of the third option. Pratt agreed. Neatherlin noted the third option is basically what he was talking about. Neatherlin wants to take care of employees and it isn't their fault we have issues. Neatherlin noted he would not want to see employees leave. Menser noted his concern is keeping staff over the long-term and would prefer the first option but would be ok with the third option.

Cooper moved the committee forward option 3 to the full board for consideration. The motion was seconded and carried unanimously.

McNair stated she had sent a link outlining the changes to BARS and asked if the committee had any questions. Basically, it won't be effective for 2021 Fiscal Year, but will be implemented in Fiscal Year 2022. We will need to be very specific about our terminology and noting what the funding will be for regarding our budget. Harding noted it will be a good change to include the specificity for things such as roof replacement, etc. as well as including the timeline for the projects.

Harding added we do have current resolutions in place that will need to be revised. We will bring them to the Board later.

Cooper asked if a motion was needed at this time. Harding stated no motion was needed, just a recommendation to move forward with the changes. Staff will then be able to move forward with drafting the changes to be brought before the committee.

The meeting adjourned at 9:22 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 8, 2020, in Olympia, Washington.

ATTEST:

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

\_\_\_\_\_  
Cynthia Pratt, Chair  
ORCAA Finance Committee

DATED: \_\_\_\_\_

# Olympic Region Clean Air Agency

## Comparative Summary of Agency Budget, Revenues, & Expenditures

For the Period Ending June 2020

**Comparison**  
 FY2020 | FY2019  
 12-mos = 100%

Revenue	Fiscal Year 2019	FY 2020	FY 2020	Difference	Comparison	
	Fiscal Year Actuals	Approved Annual Budget	12-Months Actual		FY2020	FY2019
AOP (Title V)	\$ 390,871.13	\$ 378,086.00	\$ 378,083.33	\$ (2.67)	100%	100%
NOC - Major/Minor	139,635.63	110,000.00	134,984.80	24,984.80	123%	127%
NOI - Major/Minor	4,364.00	2,000.00	7,773.00	5,773.00	389%	218%
Annual Registration	375,065.71	380,000.00	396,502.33	16,502.33	104%	104%
Assessments	426,528.90	445,380.00	446,188.11	808.11	100%	100%
ECY Oversight	10,936.97	15,000.00	12,326.05	(2,673.95)	82%	73%
Asbestos	157,106.00	135,000.00	127,199.00	(7,801.00)	94%	116%
Land Clearing	28,218.00	15,000.00	31,909.25	16,909.25	213%	188%
Woodstove Educ Grant	11,017.00	11,017.00	9,939.00	(1,078.00)	90%	100%
Woodsmoke Reduct/Recycle Grant	66,271.34	125,000.00	168,816.08	43,816.08	135%	53%
Ecology Monitoring (PM2.5)	13,889.34	13,500.00	13,500.00	0.00	100%	103%
EPA - Cheeka Peak Grant	96,608.93	86,077.00	95,407.34	9,330.34	111%	112%
Community Scale Air Toxics	144,083.03	90,400.00	167,453.97	77,053.97	185%	50%
CORE-Federal	188,374.00	187,774.00	181,192.00	(6,582.00)	96%	100%
CORE-State	134,737.50	134,737.50	131,211.00	(3,526.50)	97%	100%
EFSEC	63,677.95	35,532.00	32,461.00	(3,071.00)	91%	212%
Fines (Public Education)	62,327.08	55,000.00	66,207.16	11,207.16	120%	113%
Investment Income	33,128.02	20,000.00	34,923.39	14,923.39	175%	221%
Miscellaneous Revenue	6,244.00	2,000.00	1,889.93	(110.07)	94%	312%
Building/Rental Income	53,518.00	60,708.00	60,037.00	(671.00)	99%	94%
General Fund Contingency	0.00	200,290.23	0.00	(200,290.23)	0%	0%
Title V Contingency	0.00	(32,181.00)	0.00	32,181.00	0%	0%
<b>Total Revenue</b>	<b>\$ 2,406,602.53</b>	<b>\$ 2,470,320.73</b>	<b>\$ 2,498,003.74</b>	<b>\$ 27,683.01</b>	<b>101%</b>	<b>93%</b>

YTD	
FY2020 Revenue	
46% Fees	\$ 1,154,984.92
32% Grants*	799,980.39
18% Assessments	446,188.11
4% Other	96,850.32
0% Reserves	0.00
100%	\$ 2,498,003.74
* Grants-Fed	457,553.31
* Grants-State	342,427.08

Expenditures	Fiscal Year 2019	FY 2020	FY 2020	Difference	Comparison	
	Fiscal Year Actuals	Approved Annual Budget	12-Months Actual		FY2020	FY2019
Salaries	\$ 1,368,666.47	\$ 1,474,673.00	\$ 1,477,803.24	\$ 3,130.24	100%	96%
Personnel Benefits	461,128.01	553,909.73	505,310.18	(48,599.55)	91%	89%
<b>Total Payroll</b>	<b>1,829,794.48</b>	<b>2,028,582.73</b>	<b>1,983,113.42</b>	<b>(45,469.31)</b>	<b>98%</b>	<b>94%</b>
Office Supplies/Sm Equip.	\$ 4,802.97	\$ 6,300.00	\$ 5,167.88	\$ (1,132.12)	82%	96%
Gasoline Vehicles	4,319.38	5,600.00	4,624.65	(975.35)	83%	77%
Computer Hard/Soft.	11,741.71	13,098.00	8,530.12	(4,567.88)	65%	82%
Bd. Prof. Ser. & Travel Reimb.	1,218.36	3,600.00	835.48	(2,764.52)	23%	34%
Training & Conferences	15,228.66	11,155.00	10,245.24	(909.76)	92%	135%
Professional Srs.	40,866.94	43,800.00	49,999.15	6,199.15	114%	76%
Telephone	11,362.74	14,000.00	11,837.82	(2,162.18)	85%	81%
Postage	3,968.36	4,600.00	5,358.80	758.80	116%	86%
Insurance (Bldg, Veh, Staff)	28,427.00	29,000.00	30,138.00	1,138.00	104%	105%
Wellness Program	488.64	400.00	236.27	(163.73)	59%	122%
Public Education	9,840.49	10,360.00	11,941.91	1,581.91	115%	116%
Miscellaneous	1,759.59	900.00	57.86	(842.14)	6%	196%
Dues & Subscriptions	1,502.79	3,500.00	3,748.81	248.81	107%	41%
Audit/Acctg	20,929.08	7,500.00	6,722.02	(777.98)	90%	116%
Printing	0.00	300.00	426.27	126.27	142%	0%
Rent-Satellite Office	2,400.00	2,400.00	2,400.00	0.00	100%	100%
Maintenance - Copier	1,398.89	1,800.00	1,373.14	(426.86)	76%	78%
Vehicle Purchase	28,500.00	0.00	0.00	0.00	0%	114%
Maintenance - Vehicles	921.01	3,500.00	1,411.61	(2,088.39)	40%	26%
<b>Total Non-P/R</b>	<b>189,676.61</b>	<b>161,813.00</b>	<b>155,055.03</b>	<b>(6,757.97)</b>	<b>96%</b>	<b>93%</b>
Principal/Interest - Office Bldg	\$ 44,483.31	\$ 45,500.00	\$ 44,914.45	\$ (585.55)	99%	99%
Alarm Monitoring/Security	1,189.48	2,000.00	1,184.52	(815.48)	59%	59%
Utilities	14,111.44	14,000.00	13,077.72	(922.28)	93%	101%
Janitorial & Supplies	604.99	600.00	7,700.42	7,100.42	1283%	101%
Maintenance - Office Bldg.	5,804.66	6,000.00	6,768.20	768.20	113%	97%
Leasehold Improvements	5,222.85	14,000.00	0.00	(14,000.00)	0%	44%
<b>Total Bldg./Capital</b>	<b>71,416.73</b>	<b>82,100.00</b>	<b>73,645.31</b>	<b>(8,454.69)</b>	<b>90%</b>	<b>90%</b>
WoodSmoke Reduction/Bounty	\$ 76,400.00	\$ 100,000.00	\$ 123,050.00	\$ 23,050.00	123%	76%
ECY Oversight Fees	10,937.00	15,000.00	12,326.00	(2,674.00)	82%	73%
Monitor. Equip./CPO	38,765.14	33,400.00	33,564.67	164.67	100%	125%
Community Scale Air Toxics	96,884.14	44,400.00	53,049.44	8,649.44	119%	51%
Monitoring-General	4,483.35	5,025.00	628.46	(4,396.54)	13%	95%
Security Deposit Refunds	0.00	0.00	903.13	903.13	n/a	0%
<b>Total Operational</b>	<b>227,469.63</b>	<b>197,825.00</b>	<b>223,521.70</b>	<b>25,696.70</b>	<b>98%</b>	<b>67%</b>
<b>Grand Total Expenditures</b>	<b>\$ 2,318,357.45</b>	<b>\$ 2,470,320.73</b>	<b>\$ 2,435,335.46</b>	<b>\$ (34,985.27)</b>	<b>99%</b>	<b>90%</b>
<b>Net Income (Deficit)</b>	<b>\$ 88,245.08</b>		<b>\$ 62,668.28</b>	<b>\$ 62,668.28</b>		

YTD	
FY2020 Expenditures	
81% Payroll	1,983,113.42
6% Non Payroll	155,055.03
3% Bldg/Capital	73,645.31
9% Operating	223,521.70
100% Total	\$ 2,435,335.46

**OLYMPIC REGION CLEAN AIR AGENCY**

*FUND BALANCE - Actual - Fiscal Year 2020*

**For The Period Ending June 30, 2020**

	<b>General Fund</b>	
<b>BEGINNING</b> Fund Balance 07/01/2019	\$	<b>1,658,408</b>
<b>Plus</b> : Revenue Fiscal Year (excluding Contingency Usage)	\$	2,498,004
<b>Less</b> : Expenditures Fiscal Year	\$	(2,435,335)
<b>ENDING Fund Balance 06/30/2020</b>	<b>\$</b>	<b>1,721,076</b>
General Fund Balance applied to FY Budget	\$	-
Title V Funds applied to FY Budget	\$	56,282
<b>Fund Balance ALLOCATIONS-</b>		
Contingency Funds		
<b>Less</b> : Expense Contingency (20% FY Budget less Title V)	\$	(391,963)
<b>Less</b> : Title V (has a deficit & is borrowing from Gen. Fund)	\$	56,282
<b>Less</b> : Tenants Security Deposits	\$	(5,575)
Capital & Contingency Funds		
<b>Less</b> for Office Building	\$	(30,000)
<b>Less</b> for Monitoring Equipment	\$	(20,000)
<b>Less</b> for Database	\$	(110,000)
<b>Less</b> for Vacation/Sick Leave	\$	(211,133)
<b>Less</b> for General Fund Contingency	\$	(1,008,687)

Returning \$62,668 to General Fund

"Operating Contingency Funds" defined..... An amount established by board direction and established a contingency  
Revised Res #269 dated May 2016 with 20% contingency less Title V.

"Capital & Contingency 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.**