



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

AGENDA of September 11, 2024 * 8:30 a.m.
Finance Committee Meeting

ORCAA's meetings are held at the above address, however they will also be available virtually via the information below.

If you would like to participate in the meeting via Zoom video conference, visit <https://us02web.zoom.us/j/88654004897?pwd=NklnZCtIUJEtPY25UTIFWbG96eXEyQT09> join with Meeting ID: 886 5400 4897 and Passcode: N5MiRD

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

Be courteous – mute your mic if not speaking

CALL TO ORDER

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

APPROVAL OF MINUTES (*action item*)

1. [Minutes of May 8, 2024](#)

NEW BUSINESS

1. [FY2024 Budget – End of Year Report](#)
2. [3-Year Budget Forecast](#)

GOOD OF THE ORDER

ADJOURNMENT

NEXT MEETING – [October 9, 2024 - 8:30 a.m.](#)

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

Finance Committee Meeting – Hybrid via Zoom
May 8, 2024

A video recording of this meeting is available at:

<https://www.youtube.com/ORCAA>

Files discussed at this meeting are available at:

<http://board.orcaa.org/>

Members Present: Greg Brotherton, Jefferson County (Chair)
Jim Cooper, City of Olympia
Randy Neatherlin, Mason County

Members Absent:

Legal Counsel:

Staff Present: Jeff Johnston, Executive Director; Lynn Harding, Financial Services Manager;
Dan Nelson, Communications Manager, Debbie Moody, Office Manager/Public
Records Manager

The meeting was called to order at 9:06 am.

APPROVAL OF AGENDA (:10)

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

APPROVAL OF MINUTES (:27)

Brotherton asked for approval of the Minutes. Cooper moved approval, motion was seconded and carried unanimously.

UNFINISHED BUSINESS

Fiscal Year 2025 – Draft Budget – continued discussion from April meeting (1:05)

Johnston noted there were no substantive changes, however, after the last meeting staff felt we needed some direction.

Harding noted there were minor adjustments to the budget overview. Harding went over the budget overview narrative. Our draft budget shows \$3.15 million in revenues; \$3.04 million in expenditures; the use of \$415,000 of our contingency funds; and 3.5% increase in fees and salaries.

Harding continued with the Fund Balance, explaining the contingency funds and our projected ending fund balance. Johnston noted there had been discussion regarding the percentage we use for our contingency funds and after some research we feel 20% is sufficient.

Neatherlin suggested considering a 25% reserve with additional reserves for vehicles, IT, etc. Brotherton asked for further discussion. It was decided to leave it at 20% and may be discussed later during strategic planning.

Harding noted the other pages of the budget include maintenance and leasehold improvements, in detail. Also included is a history of the salary cost adjustments, the draft salary chart and org chart. The last pages show the fee changes as well as copies of the resolutions.

Cooper requested a 5-year projection. Harding stated we can present it in September. Neatherlin requested showing a 3-year look back as well.

Discussion of draft Resolution 258 (29:03)

Johnston noted we had discussed this resolution during the last meeting, but staff needed some additional clarity on next steps. Johnston noted the intent is to clarify what ORCAA does with penalty/settlement funds.

There was some discussion with regards to the language. There was further discussion and Brotherton concluded we are not yet ready to make a recommendation. Johnston recommended we discuss this further during our strategic planning in the future.

Discussion of potential insurance rate increases from Enduris (48:44)

Johnston noted Neatherlin made a recommendation last month, that we increase our insurance by an additional \$5,000 or \$10,000. Our current budget is set at a 10% increase and Enduris (our insurance) said that is the most we would see. Johnston noted his recommendation is to remain with the 10% rather than increase it beyond that. The committee agreed with Johnston.

There nothing further for the committee.

ADJOURNMENT (50:15)

The meeting adjourned at 9:56 a.m.

CERTIFICATION

I hereby certify this is a true and correct copy of the minutes of the meeting of the ORCAA Finance Committee held hybrid, via Zoom, on May 8, 2024, in Olympia, Washington.

ATTEST:

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

Greg Brotherton, Chair
ORCAA Finance Committee

DATED: _____

Olympic Region Clean Air Agency

Comparative Summary of Agency Budget, Revenues, & Expenditures

FY2024 - For the Period Ending June 2024

Comparison
FY2024 | FY2023

Revenue	Fiscal Year 2023	Fiscal Year 2024	July 2023 through	Budget vs Actual	12-mos =100%	
	7/1/22-6/30/23	7/1/23 - 6/30/24	June 2024		Difference	% of Budget
Fees/Grants/Assessments/Penalties/Other	Actual	Budget (w/Amend.)	Actual			
AOP (Title V)	\$ 686,754	\$ 678,222	\$ 678,222	\$ (0)	100%	100%
NOC - Major/Minor	68,695	164,377	268,329	103,952	163%	42%
NOI - Major/Minor	5,239	3,500	2,533	(967)	72%	513%
Annual Registration	391,326	410,911	419,936	9,025	102%	102%
Assessments	498,697	533,771	533,772	1	100%	100%
Ecology Oversight	13,162	15,500	11,544	(3,956)	74%	88%
Asbestos	142,394	139,000	166,894	27,894	120%	107%
Land Clearing	40,112	44,500	29,046	(15,454)	65%	153%
Woodstove Education Grant	10,682	10,682	11,398	716	107%	100%
Woodsmoke Reduction Grant	148,006	140,000	116,975	(23,025)	84%	87%
Ecology Monitoring (PM2.5)	13,500	13,500	13,500	-	100%	100%
EPA - Cheeka Peak Grant	95,060	90,462	104,657	14,195	116%	110%
ARP Grant with EPA	2,159	129,341	129,341	-	100%	0%
CORE-Federal	216,032	201,180	174,328	(26,852)	87%	115%
CORE-State	153,249	134,124	116,218	(17,906)	87%	112%
EFSEC	44,250	57,283	54,180	(3,103)	95%	115%
Penalties (NOV)	330,040	315,000	2,430,238	2,115,238	772%	440%
Investment Income	32,649	28,256	70,446	42,190	249%	326%
Miscellaneous Revenue	2,061	2,200	9,030	6,830	410%	206%
Building/Rental Income	50,107	46,362	50,318	3,956	109%	84%
Total Revenue before Contingency Draw(s)	\$ 2,944,173	\$ 3,158,171	\$ 5,390,904	\$ 2,232,733	171%	104%
Appropriation from Contingency Fund(s)						
General Fund Contingency Draw	Zero	\$ 150,982	Zero	\$ -		
Total Revenue & Contingency Draw	\$ 2,944,173	\$ 3,309,153	\$ 5,390,904	\$ 2,232,733		

Summary	
FY2024	
Revenue	
29% Fees	\$ 1,576,503
13% Grants*	720,596
10% Assessments	533,772
45% Penalties	2,430,238
2% Other	129,794
0% Contingency	0
100%	\$ 5,390,904
* Grants-Fed	\$ 421,826
* Grants-State	\$ 298,770

Expenditures	Fiscal Year 2023	Fiscal Year 2024	July 2023 through	Budget vs Actual	12-mos =100%	
	7/1/22-6/30/23	7/1/23 - 6/30/24	June 2024		Difference	% of Budget
	Actual	Budget (w/Amend.)	Actual		FY2024	FY2023
Payroll						
Salaries	\$ 1,667,200	\$ 1,906,811	\$ 1,842,882	\$ 63,929	97%	98%
Employee Benefits, Payroll Taxes	535,979	637,538	569,657	67,881	89%	95%
Total Payroll	\$ 2,203,179	\$ 2,544,349	\$ 2,412,539	\$ 131,810	95%	97%
Non-Payroll						
Office Supplies/Small Equipment	\$ 10,512	\$ 40,667	\$ 33,996	\$ 6,671	84%	127%
Vehicle-Gas Purchase	5,997	7,200	6,074	1,126	84%	100%
Computer Hard/Software	28,199	29,939	33,174	(3,235)	111%	77%
Board Travel & Reimbursement	132	-	32	(32)	0%	11%
Training & Conferences	18,263	26,168	20,365	5,803	78%	105%
Professional Services	52,133	76,000	44,951	31,049	59%	77%
Telephone	12,983	17,360	13,695	3,665	79%	84%
Postage	5,756	6,200	6,080	120	98%	115%
Insurance (Bldg, Veh, Staff)	39,264	41,275	41,274	1	100%	103%
Wellness Program	338	500	475	25	95%	75%
Public Education	49,060	26,040	23,407	2,633	90%	134%
Miscellaneous	226	550	173	377	31%	41%
Dues & Subscriptions	3,984	5,332	5,848	(516)	110%	93%
Audit/Accounting	17,049	2,500	1,708	792	68%	107%
Maintenance - Copier	2,030	2,400	1,999	401	83%	85%
Vehicle Purchase	0	31,000	25,101	5,899	81%	0%
Maintenance - Vehicles	6,031	5,200	2,480	2,720	48%	153%
Total Non-P/R	\$ 251,956	\$ 318,331	\$ 260,833	\$ 57,498	82%	88%
Building Operations/Maintenance						
Principal/Interest - Office Bldg	\$ 43,964	\$ -	\$ -	\$ -	0%	100%
Alarm Monitoring/Security	1,774	2,500	1,330	1,170	53%	71%
Utilities	16,209	18,500	14,189	4,311	77%	98%
Janitorial & Supplies	12,290	14,111	14,036	75	99%	91%
Maintenance - Office Bldg.	30,923	17,050	24,416	(7,366)	143%	170%
Leasehold Improvements	10,573	52,000	8,519	43,481	16%	39%
Total Bldg. Oper./Maintenance	\$ 115,733	\$ 104,161	\$ 62,490	\$ 41,671	60%	95%
Program Operations						
WoodSmoke Reduction/Bounty	\$ 121,500	\$ 105,000	\$ 96,000	\$ 9,000	91%	88%
Ecology Oversight Fees	13,162	15,500	11,544	3,956	74%	88%
Monitor. Equip./CPO	29,933	35,000	30,623	4,377	87%	87%
ARP Grant with EPA	2,159	129,341	129,341	(0)	100%	2%
Monitoring-General / PM2.5	4,833	6,484	6,430	54	99%	88%
OlyMAP Project	1,540	4,460	4,460	(0)	100%	26%
Security Deposit Refunds	1,701	0	-	-	n/a	n/a
Total Program Operations (Non-Admin)	\$ 174,828	\$ 295,785	\$ 278,399	\$ 17,386	94%	63%
Total Expenditures	\$ 2,745,695	\$ 3,262,626	\$ 3,014,261	\$ 248,365	92%	92%
Net Surplus (Deficit)	\$ 198,478	\$ 46,527	\$ 2,376,643			

Summary	
FY2024	
Expenditures	
80% Payroll	\$ 2,412,539
9% Non Payroll-Admin	260,833
2% Bldg/Maint.	62,490
9% Program Operations	278,399
100% Total	\$ 3,014,261

Breakdown of Net Surplus (Deficit):	FY 2023	FY 2024
Net Surplus (Deficit) to General Fund FY2023	\$ 136,195	
Net Surplus Title V Contingency/ Payback	\$ 62,283	
Net Surplus (Deficit) to General Fund FY2024		\$ (150,982) \$ 2,228,897
Net Surplus Title V Contingency/ Payback		\$ 46,527 \$ 46,736
Net Surplus Title V Contingency		\$ - \$ 99,371

Notes:

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

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Olympic Region Clean Air Agency
Fund Balance - Actual - Fiscal Year 2024
For The Period Ending June 2024

		General Fund
BEGINNING Fund Balance 07/01/2023		\$ 2,224,967
Plus : Revenue Fiscal Year		\$ 5,390,904
Less : Expenditures Fiscal Year		\$ (3,014,261)
Adjustment : WA Cares Premium		\$ -
ENDING Fund Balance		\$ 4,601,610

General Fund Contingency Draw applied to FY Budget
Title V Funds applied to FY Budget

Zero
Zero

*SAO	Fund Balance ALLOCATIONS-			
Classifications:	<u>Contingency Funds & Capital Funds</u>	Acctg Chart of Accts #		
Committed	Less: Expense Contingency (20% FY Budget less Title V)	1021	\$ 496,757	<div style="border: 1px solid black; padding: 2px; display: inline-block;"> Contingency & Capital Funds \$ 1,161,061 </div>
Restricted	Less: Title V	1025	\$ 99,370	
Assigned	Less: Tenants Security Deposits	1040	\$ 4,350	
Committed	Less for Office Building	1022	\$ 120,000	
Committed	Less for Monitoring Equipment	1023	\$ 20,000	
Committed	Less for Database / Equipment	1024	\$ 250,000	
Unassigned	Less for Vacation/Sick Leave/Comp	1027	\$ 168,945	
Restricted	Less WA Cares Premiums (Employee)	205026	\$ 1,639	
Unassigned	<u>Contingency Fund</u>			
Unassigned	Title V Contingency (due General Fund)	(Actual)	\$ -	
Unassigned	Ending UNRESTRICTED Fund Balance	(incl. Title V deficit)	\$ 3,440,548	

6/30/2024

ORCAA Long Term Liabilities...

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

- "Operating Contingency Funds" defined An amount established by board direction.
- "Capital Funds" defined An amount established by board direction to save for specific long-term capital expenditures (bldg, equipment, database).
- "Fund Balance" defined Funds that are held in our bank account with Thurston County Treasurer's Office. ORCAA has one fund with Thurston County and is referred to as the "General Fund".
The total Fund Balance includes all funds on deposit.

9/6/2024 A Resolution must be approved by the Board of Directors to appropriate expenditures in Contingency Funds (except for 1025-Title V and 1040 Security Deposits).
*SAO-06/30/2020 SAO established five new categories for reporting cash and investments

OLYMPIC REGION CLEAN AIR AGENCY
REVENUE
For Fiscal Year ...

3-Year Budget Forecast

	Column 1 Actual FY 2022 1.40%	Column 2 Actual FY 2023 5.20%	Column 3 Actual FY 2024 6.30%	Column 4 Current FY 2025 3.50%	Column 5 Projections FY 2026 3.00%	Column 6 Projections FY 2027 3.00%	Column 7 Projections FY 2028 3.00%
GRANTS							
Core-Federal	\$ 198,556	\$ 216,032	\$ 174,328	\$ 199,419	\$ 201,000	\$ 196,000	\$ 196,000
Core-State	139,985	153,249	116,218	134,124	134,000	129,000	129,000
PM Agreements:							
Ecology Monitoring	13,500	13,500	13,500	17,500	17,500	17,500	17,500
CPO Project w/EPA-Maintenance & Operations	76,748	95,060	104,657	90,462	90,462	90,462	90,462
ARP Grant with EPA	-	2,159	129,341	-	-	-	-
Woodsmoke Reduction Grant	58,019	148,006	116,975	148,000	145,000	150,000	150,000
Woodstove Education Grant	10,682	10,682	11,398	11,398	11,398	11,398	11,398
FEES							
Assessments	\$ 464,353	\$ 498,697	\$ 533,772	\$ 557,037	\$ 573,748	\$ 590,961	\$ 608,689
AOP (Title V)	603,614	686,754	678,222	669,138	700,075	742,100	776,685
EFSEC	26,019	44,250	54,180	59,255	61,033	62,864	64,750
Ecology Oversight	12,948	13,162	11,544	15,500	16,000	16,480	16,974
Annual Registration	375,302	391,326	419,936	417,000	429,510	442,395	455,667
NOC - NSR	140,433	68,695	268,329	160,000	164,800	169,744	174,836
NOI - Major/Minor	2,911	5,238	2,533	2,000	2,060	2,122	2,185
Outdoor Burning	-	-	-	-	-	-	-
Asbestos	138,637	142,394	166,894	152,500	157,075	161,787	166,641
Land Clearing	36,659	40,112	29,046	32,000	32,960	33,949	34,967
OTHER							
Penalties	\$ 217,550	\$ 330,040	\$ 2,430,238	\$ 150,000	\$ 75,000	\$ 75,000	\$ 75,000
Investment Interest	13,146	32,649	70,446	140,000	85,000	65,000	45,000
Miscellaneous Income	1,882	2,061	9,030	10,000	10,000	5,000	5,000
Building Income	59,794	50,107	50,318	49,716	51,207	52,744	54,326
TOTAL REVENUE before Contingency Draw(s)	\$ 2,590,738	\$ 2,944,173	\$ 5,390,905	\$ 3,015,049	\$ 2,957,828	\$ 3,014,505	\$ 3,075,081

	Column 1 Actual FY 2022	Column 2 Actual FY 2023	Column 3 Actual FY 2024	Column 4 Current FY 2025	Column 5 Projections FY 2026	Column 6 Projections FY 2027	Column 7 Projections FY 2028
PAYROLL							
Salaries	\$ 1,612,198	\$ 1,667,200	\$ 1,842,882	\$ 2,074,292	\$ 2,152,943	\$ 2,260,590	\$ 2,373,620
Employee Benefits	499,282	535,979	571,296	717,789	746,500	776,360	807,414
Total Payroll	\$ 2,111,480	\$ 2,203,179	\$ 2,414,178	\$ 2,792,081	\$ 2,899,443	\$ 3,036,950	\$ 3,181,034

NON-PAYROLL							
Office Supplies & Sm Supply Purchases	\$ 8,448	\$ 10,512	\$ 33,996	\$ 12,234	\$ 10,000	\$ 11,000	\$ 12,000
Fleet Gas Purchases	4,391	5,997	6,074	6,200	6,500	6,800	6,000
Computer Hard/Soft./Supplies/GovQA/KnowBe4	23,204	28,199	33,174	28,014	31,500	32,000	35,000
Bd. Prof. Ser. & Travel Reimb.	-	132	32	1,500	1,500	1,500	1,500
Staff Training & Conferences & Travel	5,675	18,263	20,365	32,103	28,000	30,000	34,000
Professional Srs.	49,296	52,133	44,951	89,000	59,000	70,000	80,000
Telephone, Communications, Internet	12,480	12,983	13,695	17,000	18,000	19,000	20,000
Postage	4,833	5,756	6,080	6,300	6,500	7,000	7,500
Insurance (Bldg, Veh, Staff)	35,872	39,264	41,274	45,403	49,000	54,000	59,400
Wellness Program	437	338	475	575	600	625	650
Public Education	8,816	49,060	23,407	24,040	24,900	26,000	27,500
Miscellaneous	301	225	173	1,000	1,000	1,000	1,000
Dues & Subscriptions	3,842	3,984	5,848	5,825	7,000	7,100	7,500
Audit/Acctg	6,599	17,049	1,708	21,500	2,600	24,000	3,000
Rent-Satellite Office	800	-	-	-	-	-	-
Maintenance - Copier	10,947	2,030	1,999	2,400	2,500	3,000	3,500
Vehicle Purchase	-	-	25,101	35,000	37,000	39,000	40,000
Level 2 EV Charger	-	-	-	26,000	-	26,000	-
Maintenance - Vehicles	2,333	6,031	2,480	5,000	5,200	7,500	7,500
Total Non-Payroll Expenses	\$ 178,274	\$ 251,956	\$ 260,832	\$ 359,094	\$ 290,800	\$ 365,525	\$ 346,050

Building Operations/Maintenance							
Principal & Interest - Office Bldg	\$ 330	\$ 43,964	\$ -	\$ -	\$ -	\$ -	\$ -
Alarm Monitoring	2,234	1,774	1,330	2,000	2,000	2,500	3,200
Utilities	15,804	16,209	14,189	17,000	18,000	19,000	22,000
Janitorial Supplies	11,643	12,290	14,036	15,000	16,000	17,000	19,000
Maintenance Office Bldg.	9,220	30,923	24,416	35,600	79,300	32,200	40,000
Leasehold Improvements	-	10,573	8,519	35,000	20,000	220,000	150,000
Total Building Operations	\$ 39,231	\$ 115,733	\$ 62,490	\$ 104,600	\$ 135,300	\$ 290,700	\$ 234,200

Program Operations							
Woodstove Reduction Program/Bounty	\$ 41,550	\$ 121,500	\$ 96,000	\$ 111,000	\$ 108,750	\$ 112,500	\$ 112,500
ARP - EPA - Operational	-	2,159	129,341	-	-	-	-
Ecology Oversight Fees	12,948	13,162	11,544	15,500	16,000	16,480	16,974
Monitoring Program - CPO	26,960	29,933	30,623	35,000	36,000	36,000	36,000
Monitoring Programs	2,192	4,833	6,430	4,464	6,000	3,180	4,000
Lacey Monitoring Trailer	-	-	-	-	50,000	-	-
OlyMAP Project	-	1,540	4,460	8,000	-	-	-
Security Deposit Refunds	305	1,701	-	-	-	-	-
Total Program Operations	\$ 83,955	\$ 174,828	\$ 278,398	\$ 173,964	\$ 216,750	\$ 168,160	\$ 169,474

TOTAL EXPENDITURES	\$ 2,412,940	\$ 2,745,696	\$ 3,015,898	\$ 3,429,739	\$ 3,542,293	\$ 3,861,335	\$ 3,930,758
Net Surplus (Deficit) Before Appropriations	\$ 177,797	\$ 198,478	\$ 2,375,007	\$ (414,690)	\$ (584,465)	\$ (846,830)	\$ (855,677)

	FY 2022 Actual	FY 2023 Actual	FY 2024 Actual	FY 2025 Current	FY 2026 Projections	FY 2027 Projections	FY 2028 Projections
General Fund Contingency Draw FY2022	\$ 142,477						
Net Surplus Title V Contingency	\$ 35,320						
General Fund Contingency Draw FY2023		\$ 136,195					
Net Surplus Title V Contingency		\$ 62,283					
Net Surplus (Deficit) to General Fund FY2024			\$ 2,228,897				
Net Surplus Title V Contingency/ Payback GF			\$ 46,736				
Net Surplus Title V Contingency			\$ 99,371				
General Fund Contingency Draw FY2025				\$ (414,690)			
Net Surplus Title V Contingency				\$ 10,000			
General Fund Contingency Draw FY2026					\$ (584,465)		
Net Surplus Title V Contingency					\$ 10,000		
General Fund Contingency Draw FY2027						\$ (846,830)	
Net Surplus Title V Contingency						\$ 10,000	
General Fund Contingency Draw FY2028							\$ (855,677)
Net Surplus Title V Contingency							\$ -

OLYMPIC REGION CLEAN AIR AGENCY
 FUND BALANCE
 For The Fiscal Year ...

3-Year Budget Forecast

	Actual FY 2022	Actual FY 2023	Actual FY 2024	Current FY 2025	Projections FY 2026	Projections FY 2027	Projections FY 2028
BEGINNING Fund Balance	\$ 1,848,691	\$ 2,026,489	\$ 2,224,967	\$ 4,601,611	\$ 4,186,921	\$ 3,602,456	\$ 2,755,626
Plus : Revenue Fiscal Year	\$ 2,590,738	\$ 2,944,173	\$ 5,390,905	\$ 3,015,049	\$ 2,957,828	\$ 3,014,505	\$ 3,075,081
Less : Expenditures Fiscal Year	\$ (2,412,940)	\$ (2,745,695)	\$ (3,014,261)	\$ (3,429,739)	\$ (3,542,293)	\$ (3,861,335)	\$ (3,930,758)
ENDING Fund Balance 06/30/20xx	\$ 2,026,489	\$ 2,224,967	\$ 4,601,611	\$ 4,186,921	\$ 3,602,456	\$ 2,755,626	\$ 1,899,949
Ending	6/30/2022	6/30/2023	6/30/2024	6/30/2025	6/30/2026	6/30/2027	6/30/2028
General Fund Balance applied to FY Budget (Admin Reserve)	\$ -	\$ -	\$ -	\$ 414,690	\$ 584,465	\$ 846,830	\$ 855,677
Fund Balance ALLOCATIONS							
Contingency & Capital Funds							
Less : Expense Contingency (20% FY Budget less Title V Exps)	\$ 368,929	\$ 424,245	\$ 496,757	\$ 552,120	\$ 568,444	\$ 623,847	\$ 630,815
Less : Title V	See Below	See Below	\$ 99,370	\$ 40,000	\$ 50,000	\$ 60,000	\$ 60,000
Less : ORCAA Tenants Security Deposits	\$ 5,600	\$ 4,350	\$ 4,350	\$ 4,575	\$ 4,575	\$ 4,575	\$ 4,575
Capital Funds							
Less for Office Building	\$ 90,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 150,000	\$ 150,000
Less for Monitoring Equipment	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Less for Database/Equipment	\$ 180,000	\$ 215,000	\$ 250,000	\$ 285,000	\$ 320,000	\$ 355,000	\$ 390,000
Less for Vacation/Sick Leave	\$ 136,453	\$ 155,951	\$ 168,945	\$ 160,000	\$ 155,000	\$ 150,000	\$ 145,000
Less for WA Cares	\$ -	\$ -	\$ 1,639	\$ -	\$ -	\$ -	\$ -
Sub-Total Committed/Restricted/Designated Funds	\$ 800,982	\$ 939,546	\$ 1,161,061	\$ 1,181,695	\$ 1,238,019	\$ 1,363,422	\$ 1,400,390
Contingency Fund							
Title V Program (due General Fund)	\$ (109,020)	\$ (46,738)	\$ -	\$ -	\$ -	\$ -	\$ -
Ending UNDESIGNATED Fund Balance Year End	\$ 1,334,527	\$ 1,332,159	\$ 3,440,550	\$ 3,005,226	\$ 2,364,438	\$ 1,392,204	\$ 499,559
Year End	6/30/2022	6/30/2023	6/30/2024	6/30/2025	6/30/2026	6/30/2027	6/30/2028

ORCAA Long Term Liabilities...

-Office Building, Promissory Note paid 12/1/2022

"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".

Olympic Region Clean Air Agency
Office Building Maintenance / Leasehold Improvements
Fiscal Year 2025 includes the following leasehold improvements and maintenance:

		<u>Estimates</u>			
<u>Leasehold:</u>					
LHI	Upgrade oldest HVAC units in Ste #101 and #102 (Gas \$15k, Electric w/heat pump \$20k)	\$ 35,000			
		\$ 35,000			
<u>Maintenance:</u>					
M	Sunrise Pest Control, annual contract	\$ 1,400			
M	Air Handlers, annual contract HVAC, maintenance parts	10,000			
M	Convert copier room and small conference room (for improved use)	5,000	8/14/2024 remove from list		
M	gravel for parking lot	1,200			
M	complete wall between Compl Mgr & Off Mgr	4,200	8/14/2024 transfer \$5k here		
M	electrical, plumbing, small replacements, miscellaneous maintenance	5,000			
M	clean and paint exterior hand rails (east side stairwell, west side Ste B entrance)	500			
M	repair or replacement of 3-4 exit doors - Lab door (ORCAA side), Tenant exit door (East), 2nd Floor Exit (ORCAA side), Warehouse door (est. \$1250/ea) ADA Compliant	5,000			
M	roof maintenance (May & September) (Cabbros Cleaning)	1,200			
M	window cleaning (Cabbros Cleaning)	600			
M	landscape maintenance (tools-pressure washer, flowers, ground cover, bark, supplies)	1,500			
		\$ 35,600			
		\$ 70,600			



Future Projects (short/long term):

<u>Exterior</u>		<u>In Year:</u>	<u>Estimated Costs:</u>
LHI	replace roof (existing roof installed July 2003-The Roof Doctor, Inc. Olympia)	2027	\$ 60,000
LHI	Solar on bldg (costs yet to be determined)	2027	\$ 100,000
LHI	new lab exit door (with push-bar)	TBD	\$ 800
M	paint exterior (3 walls, south wall completed in Sept 2019)	2026	\$ 15,000
LHI	new entry door to warehouse (with push-bar)	TBD	\$ 800
M	replace or realign door on 2nd floor (outside FSM's office), entry to second floor kitchen	TBD	\$ 800
M	weather stripping doors, windows, and vapor barrier in crawl (check for moisture)	2026	\$ 1,500
M	replace windows, seals have been comprised, specifically 5 (wellness, #200, #101, monitoring, lg conference room)	TBD	\$ 4,500
M	replace remaining windows as needed in bldg	TBD	\$ 9,000
M	reseal parking lots-asphalt (August 2026)	2026	\$ 6,000
M	restripe parking lot (west side of property)	2026	\$ 600
LHI	new street sign on Limited Lane NW	2026	\$ 3,000
M	Ste A entry; concrete work to prevent/eliminate water puddling at entrance	TBD	\$ 1,000
M	Remove "ORCAA" lettering from west wall over Ste B entrance and relocate	TBD	\$ 1,200
LHI	upgrade exterior camera system for security	TBD	\$ 10,000
LHI	two car fenced enclosure for EV chargers (apprx 120 lin ft of fence @ \$30/lin ft + \$400 in accessories)	TBD	\$ 4,000
		Total Exterior	\$ 218,200

<u>Interior</u>		<u>In Year:</u>	<u>Estimated Costs:</u>
LHI	replace carpet in Ste A "great" room, 2nd floor CM, FSM offices (GR \$21k, others estimated at \$4k each)	2027	\$ 33,000
LHI	replace floor: OffMgr, CompSup, ED, Sm Conf Room (OM \$5k, others estimated at \$4k each)	2027	\$ 27,000
LHI	replace carpet w/carpet tiles in Large Conference Room	2025	\$ 12,000
LHI	replace carpet: Ste B- suites #101, 104, 105 (estimated at \$2k each)	2026	\$ 6,000
LHI	replace floor in Ste B Restrooms x2	2028	\$ 2,000
LHI	replace kitchen floor in Ste B	2028	\$ 1,100
LHI	replace floor in Ste A Restrooms x 4 (2 on 1st floor, 2 on 2nd floor)	2028	\$ 4,000
M	interior painting of building (including restrooms, kitchens, hallways, etc. as needed)	TBD	\$ 8,000
M	insulation of walls, attic, crawl spaces to reduce noise and improve weatherization efficiencies	TBD	\$ 10,000
M	install Air Pear Unit in Great Room, optional consideration-ceiling fan (listed under HVAC too)	2026	\$ 2,000
LHI	replace aging Fire Panel for building	TBD	\$ 25,000
LHI	upgrade security system (currently have two panels, and combined fire/security panel)	TBD	\$ 25,000
M	server room fan for temperature control	TBD	\$ 500
M	new window treatments (similar to Dan/Odelle/Laura's offices) \$150/per window @ 20	TBD	\$ 3,000
M	change-out Large Conference Room lights to LED	TBD	\$ 2,000
LHI	replace upstairs men's toilet, including sub floor repair	TBD	\$ 3,000
LHI	ADA improvements (south entrance door, west tenant entry door, etc.)	TBD	\$ 7,000
		Total Interior	\$ 170,600

<u>Electrical</u>		<u>In Year:</u>	<u>Estimated Costs:</u>
LHI	EV Charging Stations, install dedicated 220 circuit(s)	TBD	\$ 11,000 included in FY25

<u>HVAC</u>		<u>In Year:</u>	<u>Estimated Costs:</u>
Replace HVAC systems as follows:			
LHI	combine #3-Ste B Lobby (2004 gas) and #4 services #101 & #102 (1987 model); change duct work to size for one unit	2025	\$ 35,000 Included in FY25
LHI	replace Unit #5 located in conference room (1987 unit)	2026	\$ 23,000
LHI	#6 Lennox gas unit services 2nd floor and partial 1st floor Ste A (installed in June 2015)	2035	\$ -
LHI	#2 Carrier gas unit services great room (2012 unit)	2032	\$ -
LHI	#1 gas unit services Suite #103 (2002 unit)	2027	\$ -
LHI	#7 gas furnace services Warehouse (March 2019)	2039	\$ -
M	install secondary thermostat sensor(s) for Offices #200 and #201 for improved temperature control	TBD	\$ 600
M	install ceiling fan or air turbine fan (air pear fan) in great room (located on Ste A side)	2026	\$ 2,000

<u>Other</u>		<u>In Year:</u>	<u>Estimated Costs:</u>
LHI	New 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	TBD	\$ 12,000

<u>Current ACTIVE Maintenance "To Do" List:</u>		<u>In Year:</u>	<u>Estimated Costs:</u>
	Curb Painting (outside Ste #B)	2025	\$ 300
	Painting of Handicapped Parking Stall	2025	\$ 200
	North Parking Lot - re-gravel	2025	\$ 350
	Post No-Trespassing Signs on ORCAA Property	2025	\$ 75
	Interior window in server room-patch & repair window jamb, stain sill	2025	\$ 10

Dave Nelson, Landscaper/Maintenance staff is working on the above "to do" list (08/2024)

ORCAA Revenue FY2014 - Present

Description	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	11-Yr Avg
AOP (Title V)	\$ 321,548	\$ 320,316	\$ 345,206	\$ 407,495	\$ 377,008	\$ 390,871	\$ 378,083	\$ 426,145	\$ 603,614	\$ 686,754	\$ 678,222	\$ 387,003.62
NOC - NSR	57,631	65,525	133,232	112,734	130,923	139,636	134,985	273,873	140,433	68,695	268,329	\$ 114,333.27
NOI - Major/Minor	8,440	4,063	3,645	4,393	2,503	4,364	7,773	8,820	2,912	5,239	2,533	\$ 4,741.09
Annual Registration	340,285	347,675	342,375	361,995	378,281	375,066	396,502	388,365	375,302	391,326	419,936	\$ 336,106.58
Assessments	231,549	233,432	235,670	395,598	410,802	426,529	446,188	451,908	464,353	498,697	533,772	\$ 344,975.09
DOE oversight	24,181	17,020	14,929	13,059	10,559	10,936	12,326	11,500	12,948	13,162	11,544	\$ 12,783.60
Asbestos	115,245	126,650	132,853	138,481	141,229	157,106	127,199	145,343	138,637	142,394	166,894	\$ 124,103.32
Open Burning-Land Clearing	13,813	15,550	14,638	17,406	30,864	28,218	31,909	33,737	36,659	40,112	29,046	\$ 23,900.45
Woodstove Education Grant	11,332	11,332	11,249	11,249	11,017	11,017	9,939	9,939	10,682	10,682	11,398	\$ 9,858.00
WS Changeout/Reduct/Bounty	116,228	48,106	45,764	64,041	15,195	66,271	168,816	156,622	58,019	148,006	116,975	\$ 80,642.54
Ecology Monitoring (PM2.5)	13,500	13,500	13,046	14,501	13,110	13,889	13,500	13,500	13,500	13,500	13,500	\$ 12,322.36
EPA-CPO Grant	89,914	85,276	88,947	82,381	75,545	96,609	95,407	77,093	76,747	95,060	104,657	\$ 78,452.60
EPA-ARPA										2,158	129,341	Ended 2024
Community Scale Air Toxics						144,083	167,454	37,733	Ended 2021	-	-	Ended 2021
CORE-Federal	195,840	179,473	192,316	209,605	188,374	188,374	181,192	164,703	198,556	216,032	174,328	\$ 174,042.22
CORE-State	129,958	121,205	131,830	143,860	134,737	134,738	131,211	119,152	139,985	153,249	116,218	\$ 121,811.32
EFSEC	18,069	18,263	15,664	40,040	19,631	63,677	32,461	24,380	26,018	44,250	54,180	\$ 27,495.73
Ultrafine		147,480	109,197			-						Ended 2016
Fines (Public Education)	49,921	59,168	44,030	92,026	100,754	62,327	66,207	159,409	217,550	330,040	2,430,238	\$ 107,402.87
Investment Income	10,661	10,463	12,539	13,700	20,003	33,128	34,923	15,674	13,145	26,682	70,446	\$ 19,091.84
Miscellaneous Revenues	8,616	7,928	8,901	4,849	1,420	6,244	1,890	939	1,882	2,061	9,030	\$ 4,472.93
Building/Rental Income	23,646	28,107	43,508	48,022	57,031	53,518	60,037	58,369	59,794	50,107	50,318	\$ 48,213.90
RESERVE - Budgeted	\$ 142,857	\$ 256,460	\$ 170,850	\$ 60,552	\$ 122,425	\$ 163,581	\$ 200,290	\$ 257,636	\$ 209,092	\$ 274,915	Zero	
RESERVE - Used (Admin AND T5)	\$ (4,662)	\$ 113,936	\$ 110,237	\$ (162,543)	\$ (66,969)	\$ (88,246)	\$ (62,667)	\$ (127,615)	\$ (177,797)	\$ (198,478)	\$ (2,375,004)	

Revenue Estimates for 2025
\$ 669,138
160,000
20,000
417,000
557,037
15,500
152,500
32,000
11,398
148,000
17,500
90,462
-
-
199,419
134,124
59,255
150,000
140,000
10,000
49,716
\$ 425,640
TBD

08/30/2024 updated

	Used	Used	Used	Underspent	Underspent	Underspent	Underspent	Underspent	Underspent	Underspent	Underspent
Over spent in T5, owes General Fund	-3,060	28,032	-32,906	27,420	14,191	21,463	-97,440	88,057	35,319	62,283	99,371
Funds to General Fund	-1,603	-141,968	-77,331	135,122	52,778	66,783	160,091	215,671	142,479	136,195	2,228,897