



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

AGENDA of October 8, 2023 * 9:00 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=NklnZCtIUjEtPY25UTlFWbG96eXEyQT09> 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 September 13, 2023](#)

NEW BUSINESS

1. [Fiscal Year 2024 – First Quarter Report](#)

GOOD OF THE ORDER

ADJOURNMENT

NEXT MEETING – January 10, 2024 – 9:00 a.m.

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

Finance Committee Meeting – Hybrid via Zoom
September 13, 2023

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) (via Zoom)
Jim Cooper, City of Olympia (via Zoom)
Randy Neatherlin, Mason County (via Zoom)

Members Absent:

Legal Counsel:

Staff Present: Jeff Johnston, Executive Director (via Zoom); Lynn Harding, Financial Services Manager (via Zoom); Dan Nelson, Communications Manager (via Zoom); and Debbie Moody, Office Manager (via Zoom)

The meeting was called to order at 9:00 am.

APPROVAL OF AGENDA (:14)

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

APPROVAL OF MINUTES (:32)

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

NEW BUSINESS

Fiscal Year 2023 Year End Report (1:09)

Johnston gave a brief update for Fiscal Year 2023 budget highlights. Harding went over the report in detail. There was no action from the Committee.

FY2024 Budget revision/agency succession planning (13:19)

Johnston explained ORCAA is preparing for several staff retirements. Johnston went over his tentative plan to prepare for succession planning and the need for a budget revision.

Harding went over the proposed budget revision.

Brotherton noted the committee was in support and he will summarize this information to the full Board.

There was nothing further for the committee.

ADJOURNMENT (40:57)

The meeting adjourned at 9:40 am.

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 September 13, 2023, 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 September 2023

Comparison
 FY2024 | FY2023

Revenue	Fiscal Year 2023	Fiscal Year 2024	July 2023 -	Budget vs Actual	3-mos = 25%	
	ACTUAL	BUDGET	September 2023		Difference	% of Budget
Fees/Grants/Assessments/Penalties/Other			ACTUAL			
AOP (Title V)	\$ 686,754	\$ 678,222	\$ 365,865	\$ (312,357)	54%	57%
NOC - Major/Minor	68,695	104,377	76,601	(27,776)	73%	9%
NOI - Major/Minor	5,239	3,500	1,943	(1,557)	56%	51%
Annual Registration	391,326	410,911	372,637	(38,274)	91%	92%
Assessments	498,697	533,771	2,855	(530,916)	1%	0%
Ecology Oversight	13,162	15,500	-	(15,500)	0%	0%
Asbestos	142,394	139,000	38,328	(100,672)	28%	26%
Land Clearing	40,112	44,500	-	(44,500)	0%	5%
Woodstove Education Grant	10,682	10,682	-	(10,682)	0%	0%
Woodsmoke Reduction Grant	148,006	140,000	33,600	(106,400)	24%	19%
Ecology Monitoring (PM2.5)	13,500	13,500	4,081	(9,419)	30%	29%
EPA - Cheeka Peak Grant	95,060	90,462	23,168	(67,294)	26%	24%
ARP Grant with EPA	2,159	131,500	118,138	(13,362)	90%	0%
CORE-Federal	216,032	193,000	-	(193,000)	0%	12%
CORE-State	153,249	137,000	-	(137,000)	0%	12%
EFSEC	44,250	57,283	17,492	(39,791)	31%	14%
Penalties (NOV)	330,040	185,000	114,828	(70,172)	62%	14%
Investment Income	32,649	20,256	10,510	(9,746)	52%	45%
Miscellaneous Revenue	2,061	2,200	1,638	(562)	74%	55%
Building/Rental Income	50,107	46,362	12,275	(34,087)	26%	23%
Total Revenue before Contingency Draw(s)	\$ 2,944,173	\$ 2,957,026	\$ 1,193,959	\$ (1,763,067)	40%	34%
Appropriation from Contingency Fund(s)						
General Fund Contingency Draw	\$ -	\$ 216,522	\$ -	\$ -		
Title V Contingency	\$ -	\$ -	\$ -	\$ -		
Total Revenue & Contingency	\$ 2,944,173	\$ 3,173,548	\$ 1,193,959	\$ (1,763,067)		

		Summary
		FY2024
		Revenue
72%	Fees	\$ 855,374
16%	Grants*	196,479
0%	Assessments	2,855
10%	Penalties	114,828
2%	Other	24,423
0%	Contingency	0
100%		\$ 1,193,959
	* Grants-Fed	\$ 145,387
	* Grants-State	\$ 51,092

Expenditures	Fiscal Year 2023	Fiscal Year 2024	July 2023 -	Budget vs Actual	3-mos = 25%	
	ACTUAL	BUDGET	September 2023		Difference	% of Budget
Payroll			ACTUAL		FY2024	FY2023
Salaries	\$ 1,667,200	\$ 1,838,036	\$ 456,246	\$ 1,381,790	25%	25%
Employee Benefits, Payroll Taxes	535,979	608,529	141,079	467,450	23%	23%
Total Payroll	\$ 2,203,179	\$ 2,446,565	\$ 597,325	\$ 1,849,240	24%	24%
Non-Payroll						
Office Supplies/Sm Equip.	\$ 10,512	\$ 21,567	\$ 3,529	\$ 18,038	16%	11%
Gasoline Vehicles	5,997	6,200	1,510	4,690	24%	21%
Computer Hard/Soft.	28,199	22,619	6,123	16,496	27%	11%
Bd. Prof. Ser. & Travel Reimb.	132	-	-	-	0%	0%
Training & Conferences	18,263	20,868	5,522	15,346	26%	1%
Professional Srs.	52,133	76,000	9,577	66,424	13%	24%
Telephone	12,983	17,000	3,377	13,623	20%	18%
Postage	5,756	6,200	1,566	4,634	25%	30%
Insurance (Bldg, Veh, Staff)	39,264	40,835	41,274	(439)	101%	101%
Wellness Program	338	500	153	347	31%	23%
Public Education	49,060	24,040	2,094	21,946	9%	11%
Miscellaneous	226	550	112	438	20%	0%
Dues & Subscriptions	3,984	5,332	1,192	4,140	22%	3%
Audit/Acctg	17,049	2,500	449	2,051	18%	21%
Rent-Satellite Office	0	0	-	-	0%	25%
Maintenance - Copier	2,030	2,400	561	1,839	23%	20%
Vehicle Purchase	0	31,000	25,040	5,960	81%	0%
Maintenance - Vehicles	6,031	5,200	461	4,739	9%	38%
Total Non-P/R	\$ 251,956	\$ 282,811	\$ 102,540	\$ 180,271	36%	30%
Building Operations/Maintenance						
Principal/Interest - Office Bldg	\$ 43,964	\$ -	\$ -	\$ -	0%	0%
Alarm Monitoring/Security	1,774	2,500	147	2,353	6%	16%
Utilities	16,209	16,500	3,130	13,370	19%	21%
Janitorial & Supplies	12,290	14,111	2,670	11,441	19%	20%
Maintenance - Office Bldg.	30,923	17,050	5,165	11,885	30%	22%
Leasehold Improvements	10,573	52,000	-	52,000	0%	0%
Total Bldg, Oper./Maintenance	\$ 115,733	\$ 102,161	\$ 11,112	\$ 91,049	11%	34%
Program Operations						
WoodSmoke Reduction/Bounty	\$ 121,500	\$ 105,000	\$ -	\$ 105,000	0%	0%
ECY Oversight Fees	13,162	15,500	-	15,500	0%	0%
Monitor. Equip./CPO	29,933	35,000	7,181	27,819	21%	8%
ARP Grant with EPA	2,159	131,500	119,081	12,419	91%	0%
Monitoring-General / PM2.5	4,833	6,484	1,576	4,908	24%	8%
OlyMAP Project	1,540	2,000	2,045	(45)	102%	0%
Security Deposit Refunds	1,701	0	-	-	n/a	n/a
Total Program Operations (Non-Admin)	\$ 174,828	\$ 295,484	\$ 129,883	\$ 165,601	44%	2%
Total Expenditures	\$ 2,745,695	\$ 3,127,021	\$ 840,859	\$ 2,286,162	27%	23%
Net Surplus (Deficit)	\$ 198,478	\$ 46,527	\$ 353,100			

		Summary
		FY2024
		Expenditures
71%	Payroll	\$ 597,325
12%	Non Payroll-Admin	102,540
1%	Bldg/Maint.	11,112
15%	Program Operations	129,883
100%	Total	\$ 840,859

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		\$ (216,522)
Net Surplus Title V Contingency/ Payback		\$ 46,527

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

OLYMPIC REGION CLEAN AIR AGENCY
FUND BALANCE - Actual - Fiscal Year 2024
For The Period Ending September 2023

	General Fund
BEGINNING Fund Balance 07/01/2023	\$ 2,224,967
Plus : Revenue Fiscal Year	\$ 1,193,959
Less : Expenditures Fiscal Year	\$ (840,859)
ENDING Fund Balance	\$ 2,578,067
General Fund Contingency Draw applied to FY Budget	\$ -
Title V Funds applied to FY Budget	\$ -

*SAO	Fund Balance ALLOCATIONS-	Acctg Chart of Accts #	
<i>Classifications:</i>	Contingency Funds & Capital Funds		
<i>Committed</i>	Less: Expense Contingency (20% FY Budget less Title V)	1021	\$ 424,245
<i>Restricted</i>	Less: Title V	1025	See Below
<i>Assigned</i>	Less: Tenants Security Deposits	1040	\$ 4,350
<i>Committed</i>	Less for Office Building	1022	\$ 120,000
<i>Committed</i>	Less for Monitoring Equipment	1023	\$ 20,000
<i>Committed</i>	Less for Database / Equipment	1024	\$ 250,000
<i>Unassigned</i>	Less for Vacation/Sick Leave/Comp	1027	\$ 155,951
<i>Restricted</i>	Less WA Cares Premiums (Employee)	205026	\$ 1,690
	Contingency Fund		
<i>Unassigned</i>	Title V Contingency (due General Fund)	(Actual)	\$ (46,738)
<i>Unassigned</i>	Ending UNRESTRICTED Fund Balance	(incl. Title V deficit)	\$ 1,603,521

Contingency & Capital
Funds
\$ 974,546

9/30/2023

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
 "Fund Balance" defined..... *Funds that are held in our bank account with Thurston County Treasurer's Office. ORCAA

***The total Fund Balance includes all funds on deposit.**

10/5/2023 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).
 *06/30/2020 SAO established five new categories for reporting cash and investments