

FISCAL YEAR 2008 BUDGET

July 1, 2007 - June 30, 2008



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Executive Director

Olympic Region Clean Air Agency

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At right: Part-time resident burning trash near his trailer.

On the Cover: Blacktail deer wanders the grounds of Fort Flagler State Park at sunset. Mount Rainier visible in the background.

Introduction

The Olympic Region Clean Air Agency (ORCAA) is a local government agency having regulatory and enforcement authority in and for Clallam, Grays Harbor, Jefferson, Mason, Pacific, and Thurston counties of Washington state. ORCAA was established in 1968 (then called the Olympic Air Pollution Control Authority) after passage of the Clean Air Washington Act (RCW 70.94). The agency is responsible for enforcing federal, state and local air pollution standards and regulating air pollutant emissions from new and existing sources.

With over 8,000 square miles, ORCAA has the largest area of the seven regional air pollution control agencies in Washington state. Its jurisdiction is as diverse as the people the agency serves, from the coastal counties and the land on the southern stretches of the Strait of Juan de Fuca to the western edges of Puget Sound and the more populated areas around the state capital of Olympia. More than 460,000 people live in the jurisdiction served by ORCAA.

A nine-member Board of Directors establishes the policies and oversees

the operations of the agency. The Board comprises one representative from each of the six counties in ORCAA's jurisdiction, and one representative from each of the three largest cities in the region--Lacey, Olympia and Port Angeles.

The Board is responsible for selecting an Executive Director, who serves as the administrative manager of the agency's professional staff. The Executive Director also enforces the orders, ordinances, resolutions and regulations of the agency.

ORCAA's Vision and Mission

The Washington Clean Air Act states that it is public policy to preserve, protect, and enhance the air quality for current and future generations. ORCAA's purpose is to

Vision: *All individuals in ORCAA's jurisdiction-especially children and the elderly-can live, work, and play in a healthful and clean environment, free from the harmful and destructive effects of air pollution.*

Mission: *We promote air quality and take actions that protect the health and welfare of people and the natural environment in ORCAA's jurisdiction (Clallam, Grays Harbor, Jefferson, Mason, Pacific, and Thurston Counties).*

carry out these public policies as specified by the state legislature. ORCAA regulates more than 700 air pollution sources, ranging from large industrial

complexes to such businesses as manufacturing facilities, hospitals, dry cleaners, gasoline stations, and auto body shops. The agency also administers laws and regulations

regarding solid fuel burning devices (wood stoves and fireplaces), asbestos abatement, and outdoor burning.

ORCAA's primary goal, through sound management and public education, is to provide citizens in its jurisdiction with clean air. Air is an essential natural resource that must be protected from harmful levels of pollution. Monitoring and improving air quality is an on-going agency effort. The agency also strives to be consistent with the social, economic and industrial well being of the jurisdiction it serves. Our motto, "Clean Air is Everyone's Business," best describes the agency's mission.

The agency also cooperates on many policies and programs with such state agencies as the Department of Ecology, Department of Natural Resources and Department of Health as well as with the U. S. Environmental Protection Agency (EPA).

The Challenge

The Washington State Department of Ecology ranks air pollution as one of the top environmental threats facing residents and businesses in the state, including ORCAA's jurisdiction. Most susceptible to direct health risks are young people, the elderly, pregnant women, and those with pre-existing respiratory and heart disease.

Generally, residents living and working in ORCAA's area have benefited from clean

air. In the past, Thurston County did not meet national ambient air quality standards for particulate matter less than 10 microns in diameter (PM_{10}).

Due to improved woodstove design and emissions certification, combined with curtailment of their usage during poor air quality events, EPA designated Thurston County as being in attainment for the PM_{10} national ambient air quality standard in 2000. But healthy air quality could change in the years ahead, to the detriment of present and future generations.

Forecasters predict that much of the agency's territory is expected to experience above average growth in coming years. That could equate to the potential for significant air quality problems. The air quality standard for particulate matter less than 2.5 microns in size ($PM_{2.5}$) has been lowered by EPA from 65 to 35 micrograms per cubic meter. As a result, a few areas in ORCAA's jurisdiction may exceed the national ambient air quality standards.

Particulate matter in this size range is easily inhaled deep into the lungs and can cause illness and even death.

ORCAA responds to the ever-growing and demanding air quality issues and concerns with a professional staff committed to seeking solutions and achieving agency goals.



Marine diesel poses a growing air pollution concern along ORCAA's shoreline areas.

Administration

The Administration Section is responsible for the day-to-day operation of the agency, including fiscal management and secretarial support and information technology services. The section is staffed by an Accountant, an Administrative Assistant, Secretary and Information Technology Consultant. Areas of responsibility include human resources, employee payroll and benefits, accounting, policy development, planning, information technology and administrative support. Administrative staff work closely with all other sections to provide these support functions.



FY 2007 Accomplishments

ORCAA had many accomplishments in FY 2007. These included the passing of a bill sponsored by ORCAA, opening of a new satellite office, increases in revenue, regulation changes and a complete rewrite of the agency's personnel policies and procedures.

Finally, after three years of effort, ORCAA was successful in getting a bill passed by the legislature that enables the agency to perform its own financial services (ORCAA would like to recognize Rep. Gary Alexander and Sen. Karen Fraser for their efforts in sponsoring bills and guiding them through the legislative process). The

passage of HB 1258 will enable ORCAA to manage payroll and payment to vendors, a responsibility previously held by Thurston County. ORCAA, the County and our vendors can look forward to improved

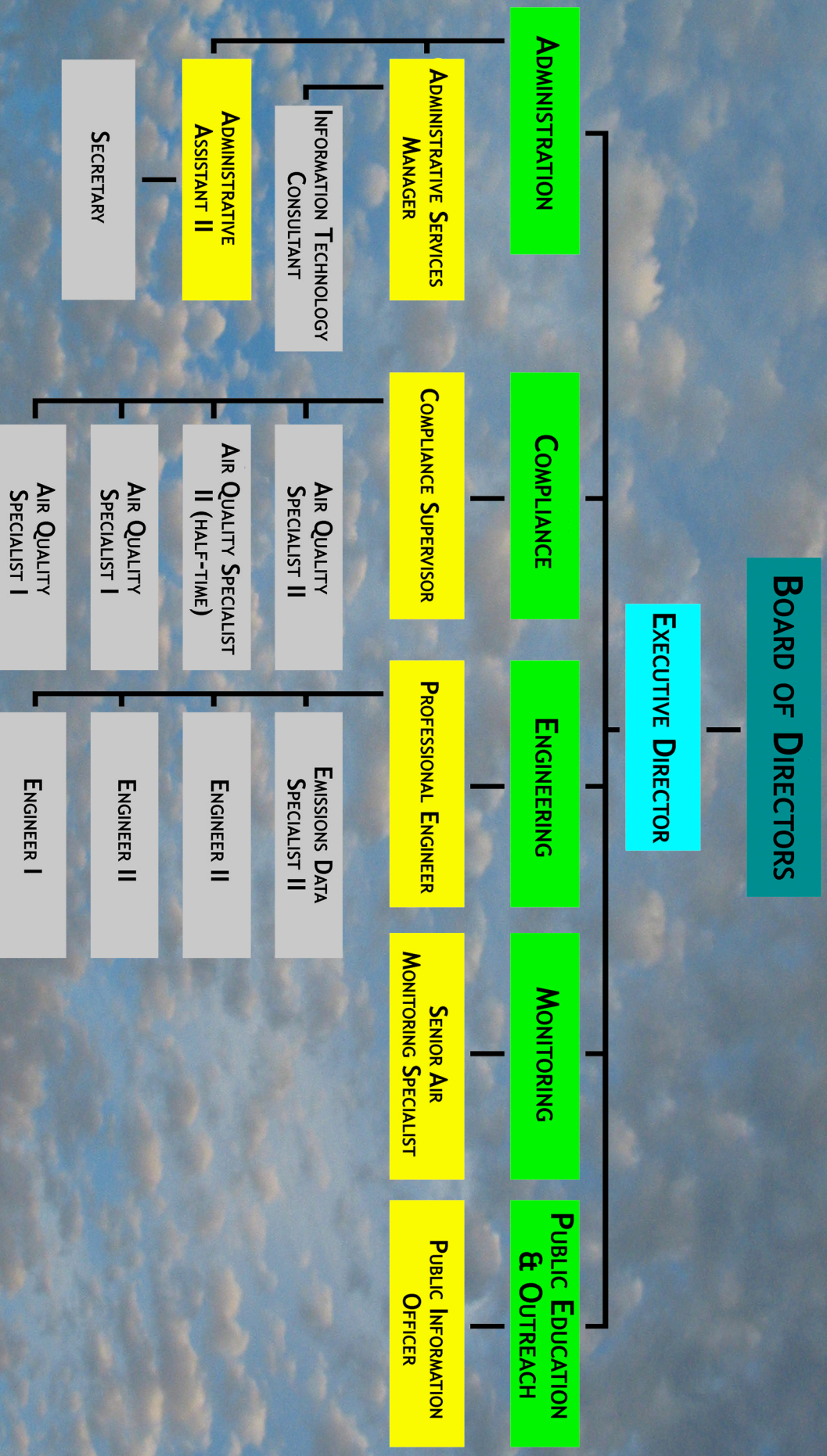
service and efficiency.

Following on the heels of our successful opening of a satellite office in Port Angeles, ORCAA opened a new office in the City of Raymond in Pacific County.

This office is staffed on a part time basis by one of our air quality specialists living in Pacific County. In addition to lowering agency operational costs, this satellite office will enable ORCAA to be more responsive to air quality issues in Pacific and Grays Harbor Counties.

Fee revenues increased this year at ORCAA. It has been several years since ORCAA increased fees even though operational costs have gone up considerably in the last several years. The Board of Directors approved an increase in the agency's per capita assessment, from 37.5 to 45 cents. In addition, the agency increased fees in the New Source Review and Registration programs. As directed by its Board of Directors, ORCAA is working towards one hundred percent cost recovery for all of its programs. As a result, fees will be adjusted accordingly each of the next two years through the public hearing process.

ORCAA's Organization Chart



ORCAA's Regulation 1 was significantly reorganized this past year. Regulation 1 was reorganized into a series of rules and regulations. The new air quality regulations are now better organized and easier to read and understand. This should help to improve compliance and enforcement activities.

For the first time in several years, ORCAA conducted a comprehensive review and evaluation of the existing personnel policies and procedures. With the assistance of an outside law firm, ORCAA updated the policies and procedures to reflect the many changes in employment law and employer requirements.

Goals for FY 2008

ORCAA is always searching for innovative solutions to meet our air quality challenges in a manner that is financially sound and responsible to the public and businesses it serves.

For FY 2008, ORCAA will begin implementation of HB 1258. ORCAA will put in place the necessary safeguards and procedures to enable the agency to perform payroll activities and process warrants to vendors. All policies and procedures will be brought to the Board of Directors for final approval and adoption.

ORCAA will be working this next year to improve information technology at the agency. The agency has secured the services of a contractor to develop a new database to maintain agency information. The new database will be faster and more efficient than ORCAA's current database. In addition, the new database will have expanded features such as a geographic information system to provide better linkages between the layers of stored data.

ORCAA will be undergoing an audit by the State Auditor's Office (SAO) in FY 2008. In addition to financial statements the SAO will



Trash burning continues to be an education and enforcement challenge for ORCAA.

be looking for the new standards indicators and control efficiencies related to financial statement reports.

ORCAA continues to involve the public and communities affected by air quality matters. This next year ORCAA will be working diligently to educate the public on upcoming change in the law, especially regarding outdoor burning. By focusing on education as a means of changing behaviors, we won't have to expend significant resources on enforcement.

During this next year, ORCAA will also be looking at ways to increase revenue. Approaches include innovative fund raising efforts to a continuous assessment of agency fees. Conversely, ORCAA is always looking for ways to decrease expenses and to operate more efficiently and effectively.

Compliance

The Compliance Section is frequently the “face of the agency.” Due to the field work associated with inspections and complaint responses, we meet more people than other departments. The ability to work with people with varying interests is a critical skill. We are the five senses of the agency. We see what is happening in the field. We listen to the complainants. We smell, and sometimes taste, unpleasant odors such as burning garbage. At the conclusion of most of those “in-person” meetings we reach some form of understanding.

The Compliance Section is staffed by a Compliance Supervisor and three Air Quality Specialists. A fourth Air Quality Specialist position is added in this budget, bringing us up to the 2005 staffing levels.

The primary responsibilities of the Compliance Section include business inspections, complaint response, small business assistance, public education, and enforcement actions. The Compliance Section issues permits for land clearing burning, asbestos removal, structure demolition, fire training exercises, and agricultural burning.

In 2006, ORCAA received **2,112 complaints** which is a significant increase from 1,478 received in the previous year! The most common complaints are related to smoke and odor caused by outdoor burning. Inspections of businesses within ORCAA’s jurisdiction also increased in 2006 from 553 to 587. The number of permits issued by the Compliance Section increased slightly.



An example of a poorly-executed land clearing burn.

Highlights of FY2007

Outdoor burning has been banned for several years in Aberdeen, Lacey, Olympia, Port Angeles, Port Townsend, Shelton, and Tumwater. The implementation of an existing state regulation banned burning in 17 additional areas within ORCAA's jurisdiction on January 1, 2007. The affected towns include: Allyn, Belfair, Bucoda, Carlsborg, Clallam Bay/Sekiu, Forks, Grand Mound, Ilwaco, Joyce, Long Beach, Rainier, Raymond, Seaview, Sequim, South Bend, Tenino, and Yelm. Education and enforcement of the burn ban in the 17 towns has been a top priority for this year. Prior to the implementation of the ban, compliance staff met with all of the affected fire districts. Presentations were made at the Solid Waste Advisory Boards (SWACs) in three of the affected counties. The SWACs are a stakeholder in this endeavor. They are now responsible for disposal of the organic material that was previously burned. Road side signs declaring a "No Burn Area" have been supplied to interested entities for posting within urban growth areas.

In collaboration with the Engineering Section, the Registration and Notice of Construction (NOC) fees were adjusted to more fully fund each program. The land clearing burn permit fee was also changed from a flat rate of \$100 to \$75 per acre cleared. The change will better fund the program with the larger polluters paying higher fees.

Thanks to an experienced staff, ORCAA was able to prepare maps of the "No Burn Areas" using GIS software and data from each of the counties. The maps were distributed to the districts and other local entities, as well as being posted on ORCAA's website.

Several of the permit applications were updated for clarity and ease of use. The layout of forms is similar. Instructions are included with each application. Office staff

benefits by the similar placement of critical elements on each form and the incorporation of data previously added to each form with a hand stamp.

The change from Regulation 1 to ORCAA Regulations was completed in August 2006. The change has dramatically changed the appearance and organization of the agency's regulations. The change has been well received by the public and industry as it allows easier identification of their regulatory responsibilities in complying with air quality laws and regulations.

ORCAA declared an Impaired Air Quality Curtailment Stage 1 for the first time in almost 15 years. The curtailment was declared for Thurston and Mason counties in January 2007. A Stage 1 curtailment was declared when pollution exceeded a healthy level. The curtailment restricted all outdoor burning and the use of fireplaces and uncertified woodstoves.

Goals for Fiscal Year 2008

The Compliance Section will be working with stakeholders to update the asbestos and outdoor burning rules in ORCAA Regulations. These rules have remained relatively unchanged for a decade and are due for improvement in clarity and format.

Business assistance remains an important goal of the Compliance Section. With sufficient staff, we plan to be proactive with a variety of source categories including spray coating sources and gasoline dispensing facilities. Working with the Public Education Section we hope to develop and distribute instructional materials to all of the gas stations within our jurisdiction.

Training remains a top priority for the Compliance Section. To operate efficiently, new hires require formal education and certifications mixed with on-the-job training

and experience.

To accomplish that goal, the training plan requires a new Air Quality Specialist to attend specific courses and obtain certifications in those specialties.

Examples include visible emission observation (“smoke school”), asbestos certification, and an incinerator operator’s license. On the job training experiences are also specified. The list includes attendance at

Did you know...?

ORCAA’s Air Quality Specialists get their eyes “calibrated” every 6 months at “smoke school” so that they can accurately read smoke opacity.

a Pollution Control Hearings Board hearing and accompanying a seasoned inspector on multiple source inspections.

Engineering

ORCAA’s Engineering Section provides engineering expertise that benefits all programs at the agency, but primarily in the areas of compliance assessment and permitting. The section is responsible for implementing two essential air regulatory programs required by the Washington Clean Air Act: New Source Review (NSR) and Title V Air Operating Permits (Title V). The Engineering Section is also responsible for maintaining the agency’s emissions inventory, implementation of certain delegated federal regulations, State Implementation Plan (SIP) related activities, and upholding ORCAA’s

local regulations. ORCAA’s Engineering Section is currently fully staffed with a total of five full time employees including a Professional Engineer, two Engineer IIs, one Engineer I and an Emissions Data Specialist II.

New Source Review

New stationary sources of air pollution within ORCAA’s jurisdiction are subject to New Source Review pursuant to RCW 70.94.152. The term “New Source Review” (NSR) refers to the regulatory process designed to facilitate review and evaluation of compliance with air requirements prior to construction, installation, modification or establishment of any air pollution source. The goal of NSR is to ensure sources are established in compliance with applicable air regulations and standards, including the ambient air quality standards. Gas stations, dry cleaners, spray coating operations, manufacturing processes using resin, lumber mills, boilers, rock crushers, and hot mix asphalt plants are examples of



Ediz Hook, in Port Angeles.



Engineer John Kelly inspecting one of ORCAA's registered sources.

the many types of air pollution sources subject to NSR. ORCAA's Engineering Section implements the NSR program through review and approval of Notice of Construction (NOC) or Notice of Intent to Operate (NOI) applications. Approval of an NOC application is required prior to construction or establishment of a new stationary source of air pollution like a steam boiler or new lumber mill while approval of a NOI application is required prior to establishing a portable or temporary stationary source of air pollution like a portable rock crusher or portable asphalt plant.

ORCAA engineers review NOC and NOI applications to verify compliance with applicable state, federal and ORCAA regulations. Approval is contingent on ORCAA finding that the proposed stationary source of emissions employs Best Available Control Technology (BACT), will comply with applicable emissions performance standards, will not cause or contribute to a violation of any ambient air quality standard,

and will not cause detriment to the health, safety or welfare of the public. This review typically requires calculating emission rates, evaluating the adequacy and reliability of proposed air pollution controls, assessing the likelihood of compliance with air regulations and standards, and assessing the impact of emissions on the ambient air quality.

All NOC applications require some form of public notice and an opportunity for a public comment. This section works closely with the Public Education Section on these issues.

When there is significant public interest in an application, ORCAA holds a public hearing to gather public testimony. Public hearings are typically scheduled after normal working hours at a public building as close as possible to the proposed project site. ORCAA engineers are responsible for assuring adequate public noticing as well as communicating ORCAA's findings and answering technical questions from the public at public hearings. Final approval of an NOC application generally takes between 30 to 90 days after a complete application is received.

Over the last twelve-month period ORCAA worked on 68 NOC applications and issued final approvals for 43 new or modified stationary sources. In the same time period four NOI applications have been submitted and approved. Most noteworthy of these have been the approval for modifications to air pollution controls at Ocean Protein in Hoquiam, expansions at Sierra Pacific Industries in Aberdeen and approval of Imperium Renewables, a biodiesel plant in Hoquiam.

Title V Air Operating Permit Program

Major sources of air pollution in the State of Washington are subject to the state's Title V Air Operating Permit program

(RCW 70.94.162). This section of the State's Clean Air Act (based on Title V of the Federal Clean Air Act Amendments) requires existing major sources to operate in compliance with an approved Air Operating Permit (AOP). Major sources are those with a potential to emit more than 100 tons per year of any criteria pollutant, greater than 10 tons per year of any hazardous air pollutant (HAP), or greater than 25 tons per year of any combination of HAPs. Currently, there are 14 major sources in ORCAA's jurisdiction.

AOPs cover five-years of operation of a major source of air pollution. They incorporate and clarify all air requirements that apply to a major source and establish necessary monitoring, record keeping and reporting conditions. They are required to be renewed every five years, during which time they are subject to a public review and EPA approval.

Education and Outreach

ORCAA engineers provide education and outreach regarding air permits, air quality impacts of new sources of air pollution, and the air quality impacts of existing major sources of air pollution. ORCAA regularly responds to inquiries from companies regarding air permitting and compliance requirements by assisting businesses in:

- Calculating actual emission rates;
- Determining applicability of air regulations and standards;
- Running ambient air dispersion models to estimate ambient air impacts from a source;
- Evaluating adequacy of air pollution controls in a particular application; and,
- Completing air permit application forms.

Such services are offered for businesses that do not have the in-house expertise or cannot hire an environmental consultant for completing an air permit application.

Regarding public outreach, every permit application processed by ORCAA receives some form of public noticing and an opportunity for a public comment period. ORCAA Engineers communicate the air quality impacts of a proposed new source through written reports that are publicly available, fact sheets posted on ORCAA's Web Site, and through staff presentations during public hearings. All questions and comments received by ORCAA from the public in conjunction with a proposed air permit, both verbal and written, receive a written response. ORCAA engineers also make sure to inform interested persons of their right to appeal the final decisions on an air permit.

FY2008 Goals and Objectives

The primary goal of ORCAA's Engineering Section is to issue final AOPs and NOC approvals within the regulatory timeframes allowed. Meeting this goal will require a continued steady effort in ORCAA's programs. An AOP for at least one major source will need to be renewed during FY2008. Also, permits for several other sources will need to be re-opened to incorporate new federal standards. In addition, new construction permits (NOCs) are expected to continue at about the same rate. ORCAA believes permitting goals can be met provided a continued full compliment of staff in the Engineering Section.

Monitoring

ORCAA operates an air quality-monitoring network within its six-county jurisdiction. Data collected at the various sites are provided to Ecology, EPA and the public. Ambient air quality data are essential for ORCAA and other agencies. The data are used to provide real-time decision making capabilities, such as the need for burn bans, track trends, and to provide input for computer models used to predict concentrations of air pollutants.

The near real time air quality data available on the internet is used to educate the public about local air quality conditions, potential health effects, as well as detailed air quality forecasts. The American Lung Association uses the data for its Breathe Easy Network, which provides advance warning when air quality deteriorates in communities so people may take precautionary measures to limit exposure and help reduce pollution levels. ORCAA's Senior Air Monitoring Specialist performs the necessary data collection, data validation, data acquisition, instrument quality control and maintenance functions, planning, equipment purchasing, air quality forecasting, grant writing, and administration. Coordination with local, state, federal and tribal air monitoring agencies are necessary functions for the air monitoring program.

Data are collected for particulate matter (PM₁₀ and PM_{2.5}), ozone (O₃), carbon monoxide (CO), sulfur dioxide (SO₂),



ORCAA Monitoring Specialist James Werner checking a remote monitoring station.

total reactive nitrogen oxides (NO_x) and meteorological parameters. Particulate matter is measured using continuous integrating M903 heated nephelometers that are correlated to the EPA federal reference methods (FRM). Equivalent methods are used for gaseous monitoring O₃, CO, SO₂, NO_x. The meteorological parameters include wind speed, wind direction, temperature, relative humidity, total solar radiation, and rain fall.

Current and planned ORCAA Monitoring Sites:

- Clallam County- M903 heated nephelometer for continuous fine particulate and Air Quality Index. Makah - Cheeka Peak Observatory continental boundary monitoring station- M903 heated nephelometer for continuous fine particulate and light scatter, ozone, low level CO, low level SO₂, low-level NO_x and

meteorological sensors including rainfall and radiometer.

- Grays Harbor County- M903 heated nephelometer for continuous fine particulate and Air Quality Index.
- Jefferson County- M903 heated nephelometer for continuous fine particulate and Air Quality Index.
- Mason County- M903 heated nephelometer for continuous fine particulate and Air Quality Index.
- Thurston County - M903 heated nephelometer for continuous fine particulate and Air Quality Index, ozone and meteorological sensors.
- Pacific County - M903 heated nephelometer for continuous fine particulate and Air Quality Index.

Accomplishments for FY 2007

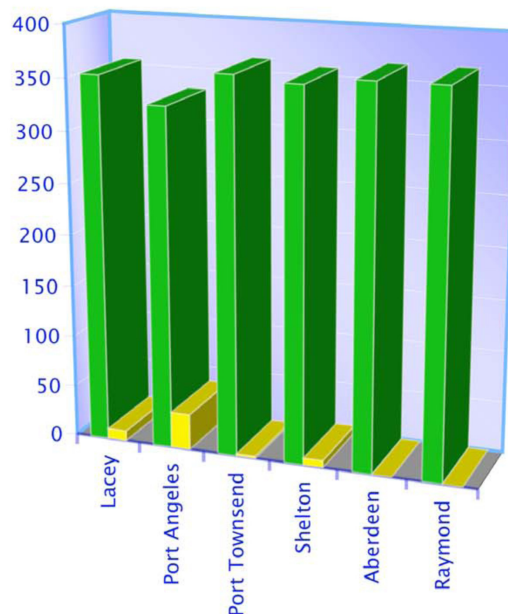
Using an EPA grant, ORCAA has provided real-time Web-based access to air quality data for four air-monitoring stations in five counties. All of the ORCAA monitoring stations have real time data available with the exception of Raymond, which is planned for FY2008.

ORCAA forecasts air quality, which is incorporated in the EPA AirNow website and used by Seattle-area television media. This is accomplished in part through continuous PM_{2.5} sampling and data transmission.

The ORCAA Air Monitoring Section provided quality assurance and technical assistance to the Quinault and Makah tribes

ORCAA Air Quality Summary, FY 2007

(based on PM_{2.5} monitors)



When the AQI is:	...air quality is:
0 to 50	Good
51 to 100	Moderate
101 to 150	Unhealthy for sensivity groups
152 to 200	Unhealthy
201 to 300	Very Unhealthy
301 to 500	Hazardous

	Lacey	Port Angeles	Port Townsend	Shelton	Aberdeen	Raymond
GOOD	355	330	363	358	365	365
MODERATE	10	35	2	7	0	0



ORCAA air monitors showed spikes in pollution levels following the wind storms of December 2006 when residents turned to wood heat after losing power, and when those with storm damage burned the fallen limbs and trees in their yards.

for their M903 nephelometer for continuous fine particulate sampling in Taholah and Neah Bay. ORCAA received an EPA grant to operate the Cheeka Peak Observatory (CPO) continental boundary air monitoring station. The grant also allowed purchase of replacement equipment for the station.

After ORCAA accepted management of the CPO, the station transitioned from a research facility to a state and local air monitoring station. As a result, ORCAA began trace gas monitoring at CPO, which involved new analyzers, calibrators, data acquisition, and procedure development.

As part of the management plan, ORCAA coordinated with the Makah Tribe, assisting them to launch their air program in return for their assistance in daily operation of the CPO monitoring activities and site access.

In other areas, ORCAA's Monitoring

Section coordinated with Ecology to install a shelter at the new Yelm ozone monitor location that is upwind of the highway.

The Air Monitoring Specialist also made a presentation at the Air Monitoring and Instrumentation training session for the Precursor/Trace Gas/Calibration session at the National Air Monitoring Conference.

Monitoring Goals for FY 2008

- Start-up the Nisqually valley air monitoring station.
- Connect the Raymond continuous fine particulate monitor to the Ecology data acquisition system to provide Air Quality Index, and real time web data in Pacific County for $PM_{2.5}$.
- Continue to research innovative technology to reduce costs while

improving the availability of air quality data.

- Continue to seek technical and monetary support from Ecology and EPA for monitoring needs.
- Apply for an EPA Grant extension to continue the transition of the CPO continental boundary air monitoring

station into an NCORE station.

- Work with Makah Nation to conserve and reduce resources to operate and maintain the CPO monitoring station and provide technical assistance to the Makah for their tribal monitoring program.

Public Education & Outreach

The Public Education and Outreach section, staffed by the Public Information Officer (PIO), coordinates essential communications between the agency and the public. The primary areas of emphasis include media relations, interagency coordination, public education and community involvement. The PIO coordinates all agency publications, including the tasks of writing and/or editing the content. Other tasks include desktop publishing design work for all brochures, newsletters, signs, banners and special publications. The PIO also serves as the agency's webmaster, maintaining the content and format of the ORCAA website and online presence. The PIO works closely with the Compliance Section to manage cooperative agreements with fire agencies dealing with outdoor burning programs. The PIO manages the agency's school bus retrofit program and provides information resources for residents interested in air issues not directly regulated by the agency, such as indoor air quality and agricultural odor control.



My parents are so protective.

Except when it comes to carbon monoxide, poisonous gases and carcinogenic compounds.

Smoke from burning leaves and wood may seem harmless, but it's as dangerous as cigarette smoke and can contribute to birth defects, cancer and lung disease. Children are most vulnerable to fine particles from these fires that permeate homes, yards and schools. Though most people have stopped burning garbage because it's illegal and can carry large fines, many continue to burn yard waste, not realizing the damage it can do. For clean, healthy alternatives to burning, visit our website.

www.airwatchnorthwest.org



ORCAA has retrofit most of the older school buses in its jurisdiction with diesel oxidation catalysts (DOCs) to substantially reduce particulate pollution in the diesel exhaust. In 2006, ORCAA expanded the program to address other public fleets, including the trucks and equipment used by the City of Olympia, and railroad engines serving the East Olympia Rail Yard.

Media Relations

One vital means of communicating with the public within the ORCAA jurisdiction is through the mainstream media. Agency programs, activities and issues of concern are communicated to the media through a variety of means in order to ensure media interest. Press releases are the core tool used to communicate with the media, but direct one-on-one presentations and story solicitations are also made. We also provide journalists with on-going assistance in background research and story development. Additionally, many journalists within the region have noted they make frequent use of the weekly news and information updates posted to the ORCAA website to stay abreast of air quality issues, both locally and nationally.

Interagency Coordination

The Public Education and Outreach Section maintains direct communication with the array of governmental bodies with whom ORCAA works. Because there are a great deal of agencies involved in air quality issues, from city planning departments to federal regulatory agencies, clear communication channels must be maintained to prevent confusion or delays in assistance. For instance, the PIO facilitates meetings between ORCAA's professional staff and the representatives of other governmental agencies to ensure air quality issues are properly addressed during those agencies' permitting processes.

Additionally, the PIO represents ORCAA on several interagency coalitions. An

example is the Northwest Air Quality Communicators group (NWAQC). This body includes representatives from local, state, federal and tribal clean air agencies in Washington, Oregon, Idaho and British Columbia. The NWAQC works cooperatively on issues of importance to one or more of its member agencies, as well as developing joint education and outreach materials and programs. In 2006-2007, NWAQC produced and aired a combined multimedia education campaign targeting outdoor burning. The campaign featured a 30-second TV spot, print advertisements and educational posters. These were aired and distributed throughout Washington, with the TV spots running on local and cable channels throughout ORCAA's jurisdiction during Fall '06 and Spring '07. By working within the coalition, ORCAA's contribution of \$10,000 for production costs resulted in access to educational materials valued at over \$150,000.

Public Education

The means by which individuals and groups receive news and information continue to evolve. Newspapers, though still a vital communication tool, play ever-smaller roles in the day-to-day lives of Americans. Many people use the internet as a primary source of news. Friends, neighbors and coworkers also serve as information sources for most individuals. Others may get much of the local news from newsletters published by their homeowner associations, employers and/or social clubs. ORCAA's Public Education and Outreach Section taps into many of these communication tools to achieve its goals of informing the public about the importance of air quality issues. The Section also makes the most of modern technological advancements to open additional communication avenues. These include enhanced website developments, email-based news updates, multi-media

presentations and participation in an assortment of community activities. Through the public education program, the PIO organizes a variety of presentations and outreach activities. These include air quality lessons within schools and educational facilities in our region. We also provide informational materials for the general public as well as for the businesses we work with.

Community Involvement

As a continuation of the public education programs, the PIO and/or Executive Director represents ORCAA at public events whenever possible. These could be large, planned festivals such as county fairs, community celebrations, or simply meetings of local civic groups. ORCAA's goal is to be as available as possible in areas convenient to the public.

FY2008 Goals and Objectives

The Public Information and Outreach Section will again partner with the NWAQC coalition to leverage a modest contribution into a major educational campaign, this time targeting individual reduction of air pollution and climate change emissions. This section will address the challenges of educating a reluctant public about the newest outdoor burning laws and regulation. For the first time, ORCAA will utilize direct mail to inform all residents of the laws governing burning. This direct mail campaign will be supported with an educational advertising campaign in local newspapers and online sources.

Budget Background & Overview

This budget is for ORCAA's FY 2008, which runs from July 1, 2007 through June 30, 2008. As specified in the Washington Clean Air Act (RCW 70.94.092), by the fourth Monday in June each year, ORCAA must adopt a budget for the following year. A public hearing was held during ORCAA's regularly scheduled Board of Directors meeting on June 13, 2007 to adopt the FY 2008 budget.

Expenditures

Not surprisingly, the largest expenditure in ORCAA's budget is for salaries and employee benefits. Payroll expenditures will increase by approximately 9 percent over the previous fiscal year. This increase includes a 3.3 percent cost of living allowance. In addition, the Compliance Section will increase staff by 0.5 FTE. The cost of benefits will also increase up to 8 percent. This is due in part to escalating health insurance costs and increases in employee dependant care coverage.

A significant part of the non-payroll increase is associated with public education and outreach. ORCAA will continue its concerted effort to inform the public about a new statewide burn ban for small cities that took effect on January 1, 2007.

Revenue

This year, ORCAA's Board of Directors approved an increase in Registration and Notice of Construction (NOC) fees, slated to phase in over three years. FY2008 will

be the first year in the staged effort, which is designed to better match agency revenues with expenditures. Prior to this year, ORCAA had not raised these fees for several years.

Where the Money Goes

As indicated in Figure 2, salaries and benefits account for 64 percent of the agency's expenditures. The remaining 36 percent is apportioned among administrative, office and building, and non-administration expenses. These expenses include building mortgage payments, office maintenance, professional services and grants, and school bus diesel retrofits.

FY 2008 Highlights

- **Total Expenditures = \$ 2.2 million**
- **Increase in per capita assessment from 37.5 to 45 cents**
- **Increase in Registration fees**
- **Increase in Notice of Construction (NOC) fees**
- **\$300,000 pass through for diesel school bus retrofits**
- **3.3 percent cost of living allowance for employees**

The following pages provide a detailed accounting of ORCAA's revenues and expenditures for FY2008. In addition, employee salaries by position are shown.

OLYMPIC REGION CLEAN AIR AGENCY**REVENUE**

For The Fiscal Year Ending June 30, 2008

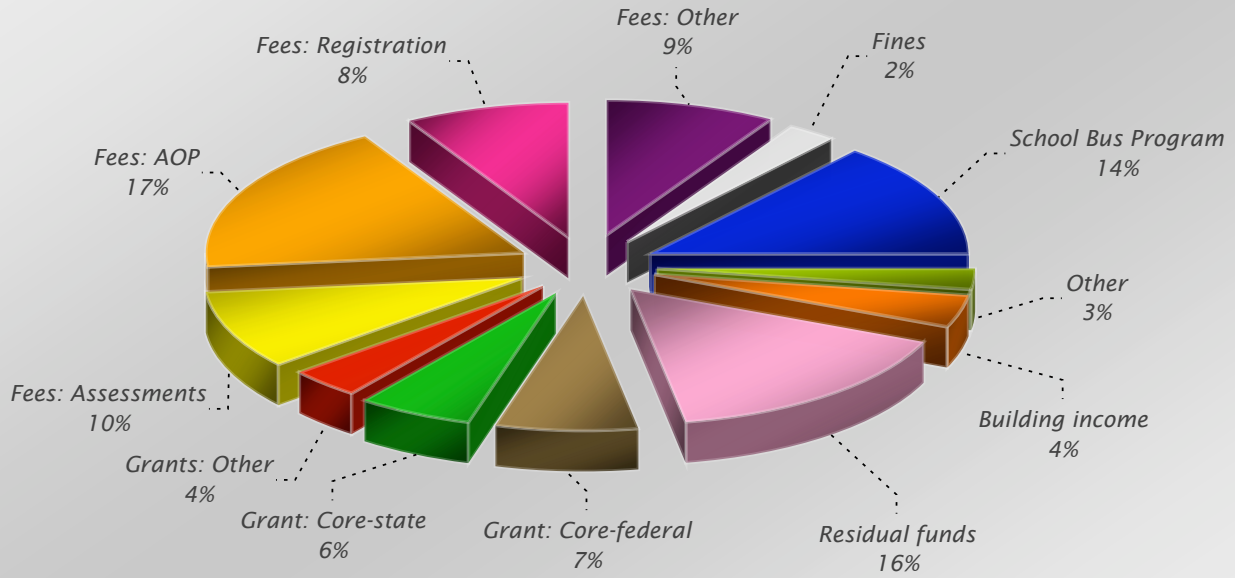
	Current 2007	Proposed 2008	Projected 2009
<u>GRANTS</u>			
Core-Federal	\$165,393.00	\$134,705.00	\$134,705.00
Core-State	\$124,954.00	\$124,954.00	\$124,954.00
<u>PM Agreements:</u>			
Ecology Monitoring	\$10,563.00	\$808.00	\$808.00
EPA Tracking	\$30,000.00	\$0.00	\$0.00
CPO Project w/EPA	\$90,000.00	\$69,377.00	\$49,377.00
Woodstove Grant	\$8,639.00	\$13,680.00	\$13,680.00
<u>FEES</u>			
Assessments	\$203,580.00	\$207,675.00	\$207,675.00
AOP (Title V)	\$387,683.00	\$397,847.00	\$435,375.00
DOE Oversight	\$20,000.00	\$20,000.00	\$20,000.00
Annual Registration	\$136,000.00	\$180,000.00	\$180,000.00
NOC - Major	\$5,500.00	\$7,500.00	\$7,500.00
NOC - Minor	\$17,500.00	\$40,000.00	\$40,000.00
Asbestos	\$60,000.00	\$65,000.00	\$65,000.00
Outdoor Burning-Land Clearing	\$30,000.00	\$53,500.00	\$52,000.00
<u>OTHER</u>			
Fines	\$50,000.00	\$50,000.00	\$50,000.00
Investment Interest	\$35,000.00	\$52,000.00	\$52,000.00
Miscellaneous Income	\$4,000.00	\$4,000.00	\$4,000.00
Building Income	\$81,324.00	\$81,324.00	\$81,324.00
School Bus Retrofit Program	\$300,000.00	\$300,000.00	\$0.00
<u>RESIDUAL FUNDS</u>			
Residual Reserve Funds - Administrative	\$220,647.00	\$274,882.84	\$221,103.00
Residual Reserve Funds - School Bus Retrofit Holdings	\$0.00	\$0.00	\$300,000.00
Residual Reserve Funds - School Bus Admin/Other Holdings	\$22,000.00	\$85,000.00	\$75,000.00
TOTAL REVENUE & RESERVE	\$2,002,783.00	\$2,162,252.84	\$2,114,499.00
PROJECTED EXPENDITURES	\$2,002,783.00	\$2,162,252.84	\$2,114,999.00

OLYMPIC REGION CLEAN AIR AGENCY
EXPENDITURES
For The Fiscal Year Ending June 30, 2008

	Current 2007	Proposed 2008	Projected 2009
<u>PAYROLL EXPENDITURES</u>			
Salaries	\$930,198.00	1,011,160.94	\$1,039,534.00
Employee Benefits	\$307,379.00	360,932.90	\$362,000.00
TOTAL P/R EXPENSES	\$1,237,577.00	\$1,372,093.84	\$1,401,534.00
<u>NON-PAYROLL EXPENDITURES</u>			
Office Supplies	\$7,000.00	\$7,600.00	\$7,600.00
Gasoline	\$4,600.00	\$6,000.00	\$6,000.00
Computer:			
Computer Supplies	\$1,700.00	\$1,700.00	\$1,700.00
Computer/Software - Capital Expenses	\$16,000.00	\$13,700.00	\$15,000.00
Equipment	\$5,423.00	\$12,600.00	\$5,000.00
Professional Services:			
Legal/Prof Srs.	\$30,000.00	\$40,000.00	\$40,000.00
Audits/Accounting	\$6,800.00	\$13,000.00	\$2,000.00
DOE Oversight	\$20,000.00	\$20,000.00	\$20,000.00
IT - Consultant, SQL Contractor	\$48,000.00	\$75,000.00	\$49,000.00
Communications:			
Phone	\$17,500.00	\$23,000.00	\$23,000.00
Postage	\$7,800.00	\$7,800.00	\$7,800.00
Public Education:			
Printing	\$3,600.00	\$5,900.00	\$3,800.00
Promotional	\$41,500.00	\$45,000.00	\$45,000.00
Dues/Subscriptions	\$2,500.00	\$3,200.00	\$3,200.00
Bank Fees	\$3,420.00	\$6,096.00	\$6,384.00
Rental Space - Satellite Offices (2)			
Travel:			
Staff Travel	\$4,800.00	\$5,000.00	\$5,000.00
Board	\$4,000.00	\$4,500.00	\$4,500.00
Training	\$27,200.00	\$32,600.00	\$30,000.00
Advertising & Insurance:			
Advertisement/NOV Serving's	\$7,000.00	\$6,000.00	\$6,000.00
Insurance (Bldg., Vehicles, Staff Bonding)	\$17,000.00	\$17,200.00	\$17,400.00
Maintenance:			
Maintenance & Repair Copier	\$2,000.00	\$3,500.00	\$3,500.00
Maintenance & Repair - Vehicles	\$2,000.00	\$2,000.00	\$2,000.00
Miscellaneous	\$500.00	\$600.00	\$600.00
Vehicle Purchase	\$23,000.00	\$0.00	\$0.00
Sub-Total Administrative Expenses	\$303,343.00	\$351,996.00	\$304,484.00
<u>OFFICE BLDG. OPERATING EXPENDITURES</u>			
Interest Expense & Principal - Office Bldg.	\$46,900.00	\$46,900.00	\$47,003.00
Alarm Monitoring	\$2,200.00	\$2,200.00	\$2,200.00
Utilities	\$9,200.00	\$9,500.00	\$9,500.00
Maintenance Office Bldg.	\$9,563.00	\$9,563.00	\$7,278.00
Janitorial & Supplies	\$5,000.00	\$5,000.00	\$5,000.00
Leasehold Improvements	\$12,000.00	\$20,000.00	\$16,000.00
Sub-Total Office Building Operating	\$84,863.00	\$93,163.00	\$86,981.00
<u>NON-ADMINISTRATIVE-OPERATING</u>			
Professional Services - CPO Project	\$17,000.00	\$25,000.00	\$15,000.00
School Bus Retrofit - Purchase of DOC's/Other	\$300,000.00	\$300,000.00	\$300,000.00
Monitoring Program - Equipment, Maint., Replace., etc.	\$60,000.00	\$20,000.00	\$7,000.00
Sub-Total Non-Administrative - Operating	\$377,000.00	\$345,000.00	\$322,000.00
GRAND TOTAL EXPENDITURES	\$2,002,783.00	\$2,162,252.84	\$2,114,999.00

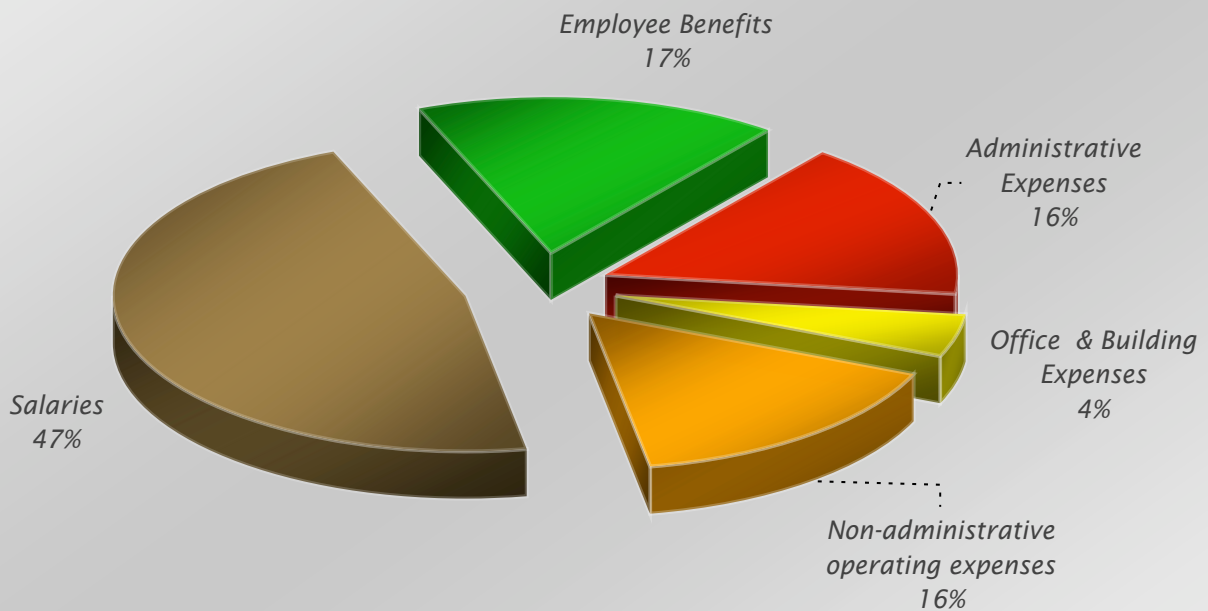
Revenue

Figure 1



Expenditures

Figure 2



Agency Salary by Position

Position	FY 2008 Salary
Executive Director	\$92,520
Administrative Services Manager	71,473
Administrative Assistant II	48,157
Air Quality Specialist I	52,932
Air Quality Specialist II (half time)	30,472
Air Quality Specialist II	60,943
Air Quality Specialist II	60,943
Emissions Data Specialist II	60,943
Engineer I	64,094
Engineer II	69,625
Engineer II	74,883
Senior Air Monitoring Technician II	71,473
Professional Engineer	82,622
Public Information Officer	64,094
Secretary	31,104
Compliance Supervisor	74,883
Total Payroll	\$1,011,161
FICA-MC	77,354
Medical, etc	210,738
Retirement	67,141
L&I	5,700
Other	-
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Total Salaries and Benefits	\$1,372,094