



Olympic Region Clean Air Agency

ORCAA

FISCAL YEAR 2014

BUDGET & ANNUAL REPORT

July 1, 2013 - June 30, 2014

Francea L. McNair
Executive Director

Olympic Region Clean Air Agency Board of Directors

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Annual Report, 2014

Executive Director

I am extremely pleased to be entering my fifth year as ORCAA's Executive Director and in doing so I will strongly encourage intergovernmental communication and coordination, and community outreach and education. Under both the state and federal clean air laws, ORCAA is a regulating agency with enforcement authority. It is our intent and goal to change behaviors through education and outreach rather than issue violations to reach the same end; to promote and improve good air quality, thereby protecting public health.

Our work with councils of governments, economic development organizations, service groups, governmental entities and the community in all six counties of the region is a very effective outreach and educational tool. I emphasize two important facts with every group: First and foremost, we all have a responsibility to keep our air clean through our own actions. Second it is vitally important that business and those that permit business development work with ORCAA early and often to help ensure successful and fully informed results promoting good air quality and energy efficiency. My goal is to be proactive with the community and our regulated

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.*

businesses (sources) providing leadership, developing partnerships and guiding the way to improved air quality and a healthier environment. I will continue to look for opportunities to meet with and speak to local governments, community groups and organizations. Focusing on industry specific information through tools such as newsletters has proven to be an effective means of education. Understanding the

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).*

clean air laws and regulations will increase compliance and improve efficiencies. This past year, we sent out a direct mail postcard to nearly 5,000 people living in areas of Thurston County known for problems with outdoor burning. We provided information to educate and encourage cleaner burning and better air quality practices.

A major focus this past fiscal year involved ambient air quality monitoring in Clallam and Jefferson Counties. Citizen groups expressed concerns about potential emissions from woody biomass used as fuel in industrial boilers and we responded. We actually found that the largest contributor to air quality problems was from woodstoves. We initiated a Saturation Study in Clallam County utilizing optical particle counters in four locations to further study ambient air quality. Based upon particle size, it is

our intent to try to differentiate the various contributors to air quality problems, if one exists. This study will be replicated in all six of our region's counties over the next six years, ensuring that we have positioned our permanent monitors (nephelometers) in a representative populated area of that county to best determine ambient air quality to protect public health.

Wood stove emissions are a major contributing factor, statewide, to air quality

problems. We received a grant through the Washington Department of Ecology for a wood stove replacement program in urban Thurston County. We sought to remove older wood burning appliances and replace them with cleaner non-wood heat sources. We partnered with Puget Sound Energy, Thurston Energy and local jurisdictions to provide financial incentives and help market the program in the community. The grant ended June 30th, 2013. We hope to have

ORCAA Facts

Jurisdiction	6 Counties
Area.....	8,058.1 square miles
Number of Registered Sources.....	737
Number of Major (AOP) sources.....	14
Population.....	514,545
<i>Clallam County</i>	72,000
<i>Grays Harbor County</i>	72,880
<i>Jefferson County</i>	30,175
<i>Mason County</i>	61,450
<i>Pacific County</i>	20,970
<i>Thurston County</i>	256,800
Total Occupied Households	206,650
<i>Clallam County</i>	31,027
<i>Grays Harbor County</i>	27,354
<i>Jefferson County</i>	14,498
<i>Mason County</i>	23,678
<i>Pacific County</i>	9,586
<i>Thurston County</i>	100,507
Homes w/Wood Heat (% of total)	21,889 (10.6%)
<i>state average</i>	4.6%
<i>Clallam County</i>	4,454 (14.4%)
<i>Grays Harbor County</i>	3,704 (13.5%)
<i>Jefferson County</i>	2,118 (14.6%)
<i>Mason County</i>	3,107 (13.1%)
<i>Pacific County</i>	1,726 (18.0%)
<i>Thurston County</i>	6,780 (6.7%)



Photo by Robert Moody

The ability to create a work environment that is stimulating, rewarding and supports innovative thinking and high performance is an ongoing challenge, especially during these very lean financial times. Because we are a small staff, it is relatively easy to include the majority of staff in major decisions, gathering their perspective and feedback. We work as a team providing the expertise needed for staff growth and development. The opportunity to continually learn and experience new situations is invaluable for staff growth and

development.

It is a pleasure and a challenge working with the ORCAA staff and managers, guiding our agency in new directions and optimizing resources to meet our goals. I lead and manage through active participation, careful listening, feedback and involvement in all aspects of our agency. I have an open door policy for staff, the board and the public. I look forward to another successful year, working with the board, staff and the community.

replaced more than 65 wood burning devices with either gas or a ductless heat pump, reducing Particulate Matter (PM) emissions by as much as 20 tons in these communities.

I encourage staff to continue to hand deliver Notice of Construction (NOC) permits to our sources, if time allows. This creates an opportunity to meet with regulated businesses early in the process, provide technical assistance, explain the permit and do an initial inspection based on their permit requirements. This gives the source a great opportunity to ask questions and better understand the permit requirements. The program has been well received and is an excellent example of our customer service and outreach.

We have 15 Title V sources, all of whom have completed their emissions inventory and have had their yearly inspection. Staff is in the process of completing all modifications and five-year reviews of Title V Air Operating Permits that are expiring. We have had some very difficult issues with some of our sources this year in terms of emissions, odors and dust. We are on top of these issues and working with the sources, and local permitting authorities, to resolve them. I feel optimistic that the business climate is improving in our region.

Administrative Section

During FY 2013, the ORCAA Board of Directors granted a request from the Administrative Section to establish dedicated reserve funds for office building improvements and repairs, for an updated database system, and for replacement of the agency's aging monitoring equipment. This allocation of reserve funds helps ensure major expenditures in these areas will be addressed in a reasonable manner over a period of time. The section staff also led the effort to reorganize the ORCAA office space in the Olympia headquarters location. The reorganization improved public interaction with compliance and administrative staff. The changes also grouped sections together

for better intra-office communication and improved workflow. The section oversaw improvements in efficiencies in the agency's timesheet database configuration. Additionally, the agency expanded its use of webinars and online resources for training and conferencing to reduce costs.

The Administrative staff works closely with all other agency staff, ensuring each section, and each staff member has the support needed to fulfill their own work tasks effectively. In FY 2014, the Administrative Staff will implement plans to change its credit card vendor. This change will reduce ORCAA's expenses while improving services to the public and the industries we serve. The new vendor services, coupled with improved use of online tools for form completion and management, will allow permit applications to be completed and paid for online, saving time and travel for people throughout our jurisdiction as well as improving the efficiency of ORCAA staff.

During the coming year, the Administrative staff will represent ORCAA during an audit by the state auditor's office for FY 2012 and FY 2013. Requests for public records continue to consume a significant portion of administration staff time, and the section plans additional training – including training for other staff members – to better address this work load.

Recognizing the need to remain current and to address future needs, the section



Photo by Robert Moody

will revise the agency's Policies and Procedures manual as needed, while working with all other sections to complete a five-year agency forecast and management plan.

The Information

Technologies (IT) component of the Administrative Section has helped meet some of the Public Record Requests by continuing full operation of the data.orcaa.org web resource. This website includes more than 1.5GB of data including issued permits, permit applications, public hearings records, and more. This has greatly increased the agency's transparency and improved its visibility to the public.

The IT staff also designed and built a complete air monitoring system. Housed within a 19-inch cube, the system contains networking components, power backup, visual display, communications, data logger and air quality instrumentation. This clean, in-house solution to an air-monitoring problem saved the agency several thousand dollars and has sparked interest in the solution among other air agencies.

In further cost-cutting measures, the IT staff plans to increase use of free and open-source technology in Air Monitoring and Information Technology programs, reducing software and labor (learning curve) costs. This step also improves reliability of our systems as it does not rely on proprietary software that can be slow and expensive to maintain.

Compliance Section

The Compliance Section continues to serve the businesses and individuals in ORCAA's 8,000-square-mile jurisdiction. During FY 2013, the 4.5 full-time Air Quality Specialists within this section responded to more than 798 complaints, reviewed 302 industrial reports, completed 537 business inspections and issued 157 land clearing burn permits, 341 asbestos permits, and 271 demolition permits.

The compliance section worked with the Outreach and Education section to improve business assistance. An informational mailer was developed and sent to handyman contractors, roofers, general contractors and property management agencies among others. This mailer detailed the hazards (physical and legal) associated with asbestos in structures, while informing them of the permit requirements for asbestos and demolition projects. Additionally, the compliance and outreach sections developed

targeted newsletters that were mailed to residents in areas with frequent air quality problems associated with outdoor burning.

The Compliance Section continues to provide guidance and assistance with existing and new regulations. Additionally, the section staff worked with the Administrative Section on records retention and public access to documents. The section continues to electronically store all permits to make it easier and more cost-effective when replying to public records requests.

To ensure smooth interaction with newly permitted facilities, this section works closely with the Engineering Section. Compliance staff reviews all Notice of Construction (NOC) Approval Orders completed by Engineering to ensure enforceability and practicality.

Heading into FY 2014, the compliance staff will continue working with the outreach and engineering staff to develop new materials, specifically focused on outdoor



Photo by Robert Moody



burning and small industry assistance (gas stations, for instance). The compliance and outreach sections will cooperatively work on inspection follow-up surveys to monitor and evaluate the effectiveness of the agencies work. The sections will also work together to find new information delivery methods, including alternative direct mail and targeted Public Service Announcements.

The section plans to update the ORCAA regulations related to asbestos to ensure full compliance with EPA's rules and standards. Updates to the ORCAA penalty matrix for woodstoves, outdoor burning, and asbestos violations are also planned.

Engineering Section

During FY 2013, the Engineering Section experienced a notable increase in air permit applications for commercial and industrial sources of air pollution resulting in a ramping up of permitting workload. This coincided with the US Environmental Protection Agency (EPA) making final revisions to two key federal air regulations affecting existing facilities with boilers or generators. Though EPA's final actions on these regulations helped end a long period of regulatory uncertainty, it resulted in increasing ORCAA's workload involved

in incorporating these new requirements into the permits ORCAA issues.

Air permitting workload increased during the first three quarters of FY 2013, ORCAA's engineering staff decreased from 4 to 3.5 FTEs and is now at 2.5 FTEs due to a recently vacated position. The current staffing level is dedicated to processing commercial and industrial air permits and associated compliance enforcement work.

Even though staffing levels were down, ORCAA's Engineering Section increased the permit issuance rates during this time period by focusing on process efficiency improvements such as developing "general permits" for certain routine businesses and working with ORCAA's Education and Outreach Section to work with businesses upfront to avoid violations, which take additional agency time to resolve.

ORCAA engineering staff issued three Title V Air Operating Permit (AOP) revisions and one AOP renewal. AOPs are permits for Major Sources of air pollution and are required to be renewed every five years. Though this rate is similar to last year's rate, the Engineering Section anticipates issuing two more AOP renewals in the remaining two months of FY 2013. Staff also issued 51 Notice of Construction (NOC) permits, which is up from the 49 issued last fiscal year. NOC permits allow the construction, modification or expansion of businesses that emit air pollution, and are a good indicator of economic growth.

The Engineering Section also worked with the Outreach and Administration Sections in conducting public meetings, public hearings and responding to concerned citizens on several controversial permitting cases during the fiscal year including the Nippon

Paper Industries cooling tower NOC and Silver Springs Organics NOC. Both of these cases required public hearings and public outreach. For both cases, final permits were issued.

Moving forward, the Engineering Section will continue to process and complete numerous permit applications in FY 2014. Business assistance will continue to play a major role in the section's work.

Monitoring Section

The Olympic Region Clean Air Agency monitors ambient air quality at six stations located in the most populated regions of each county under ORCAA's jurisdiction. Those cities are: Aberdeen (Grays Harbor), Lacey (Thurston), Port Angeles (Clallam), Port Townsend (Jefferson), Raymond (Pacific) and Shelton (Mason). ORCAA also manages a federally certified National Core multi-pollutant (NCore) station located at the Cheeka Peak Observatory (CPO) in Clallam County and works with the Makah Air Quality Program to maintain an air monitoring station in Neah Bay, Clallam County.

Nephelometers measure continuous $PM_{2.5}$ at the six county sites and an ozone analyzer operates at the Lacey station during the summer. $PM_{2.5}$ is defined as the total mass of atmospheric particles with diameters less than 2.5 microns and is used statewide as the standard for ambient air quality. At CPO we monitor CO , SO_2 , and NO/NO_y in addition to $PM_{2.5}$, ozone, and several meteorological parameters. An EPA grant funds site maintenance and staff time for running CPO. As part of the NCore network, CPO provides a means of measuring and understanding air quality, air pollution emission controls and

improving atmospheric pollution modeling. As a pristine background site, CPO provides data on baseline lowest levels of regional pollutant concentrations, including what is transported from Asia and the Arctic.

ORCAA aids the Makah tribe air quality program with equipment quality control and maintenance in return for their assistance with activities at CPO. All of ORCAA's monitoring stations transmit near real-time data to the internet through the Washington State Department of Ecology's data acquisition system. These data are made publicly available on ORCAA's website and through EPA's AirNow website (airnow.gov) which also includes air quality forecasts and forecast discussions. These forecasts are based on national air quality standards established by EPA to protect public health.

In addition to the long-term air monitoring conducted in each county, ORCAA's monitoring division has recently purchased and developed several instruments to be used in countywide saturation studies. These studies will evaluate the community scale, air quality variability; help isolate the most significant pollution sources; and identify the most representative air quality sites for permanent air monitoring locations.



Installing the Sequim monitor on the fire station.

Photo by Odelle Hadley

Modular and portable instruments and data-logger boxes



Optical Particle Counter - \$3500.00

Monitor- \$150.00

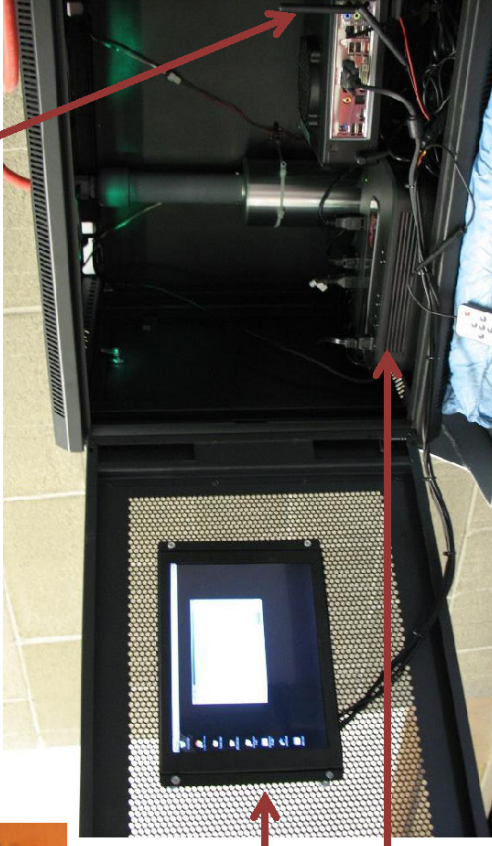
Uninterrupted power supply - \$100.00

Total cost per set-up = \$4500

Computer/data logger software - \$500.00 (re-used xp licenses already held), RAID1, SSD's for reliability

Other: cooling fans & cube

Wi-Fi antenna



The saturation study will last one year in each county and rotate to a new county each January. We began the first saturation study in Clallam County and will move the monitors to Jefferson County in January 2014. Data from the study are also made publicly available on ORCAA's website.

Moving forward in FY 2014, the Monitoring Section will continue to seek new sources of funding to support on-going monitoring activities and to add additional instrumentation to existing sites. With state and federal interest in global and regional climate change, ORCAA will explore new avenues for augmenting current air quality monitoring with analyzers that track greenhouse gas concentrations and relevant meteorological parameters.

Education & Outreach Section

There's always a need for more information.


The Education and Outreach Section works closely with all ORCAA sections, and individual staff members, to support their efforts while trying to improve their effectiveness and efficiencies. This section provides key support for permitting, compliance and administrative projects throughout the year.

During FY 2013, the Education and Outreach Section continued to expand

its digital news delivery program, but also jumped back into some old tried-and-true outreach methods that had previously been phased out. During the early to mid 2000s, direct mail ("junk mail") lost a great deal of its effectiveness in communicating messages to the public. By 2012, however, the amount of bulk mail sent through the US Postal Service (USPS) had dropped precipitously – to the point that bulk mail pieces were once again being read by recipients. Testing this, ORCAA sent nearly 5,000 mail pieces through the USPS Every Door Direct Mail program. This cost-effective mail delivery system allowed us to send informational post cards and flyers to narrowly targeted audiences. We focused on outdoor burning education with our initial mailers. In one case, we targeted a small community in southern Thurston County (we used specific mail carrier routes with a single ZIP code) and in another we specified all addresses within a 1-mile radius of the center of a known problem area. We received

substantial new 'hits' on our websites and a surge in sign-ups for our email alert programs.

That email alert outreach effort continues to lead the way in more modern communications methods. We continue to see steady growth in sign-ups. This service provides residents and businesses the opportunity to register online to receive electronic



Spring 2013

Air Currents

Clean Air is Everyone's Business!

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Asbestos May Be Present in your Project!


Permit Process helps Protect You from Asbestos and Legal Liabilities

Just because its use is restricted in manufacturing in the U.S. doesn't mean asbestos has disappeared from the products we use today. Many countries today still allow the use of asbestos in a variety of products, many of which are imported by U.S. retailers and building supply centers.

As a result, there is no "safe date" of construction to indicate a structure is asbestos-free. Even the newest buildings may include asbestos-containing materials.

Anyone working or living around asbestos risks health impacts, and anyone managing or contracting work involving asbestos *may face legal liabilities* if proper permits are not secured prior to work being started. When it comes to asbestos, it's always better to know in advance what you are working with rather than risk exposure – physical and legal – down the road.

Before starting a demolition or renovation project – including work as simple as repairing water damaged walls and ceilings – CALL ORCAA. The permit process is easy and efficient. The permits and permit requirements can be found online at www.orcaa.org.



Demolition and Major Renovation

Demolition means the wrecking, dismantling, fire protection agency training, or removal of any load supporting structural member that makes that portion of the structure unusable. Before any such demolition may occur an approved demolition permit must be received and once received, it must be kept onsite. An asbestos survey needs to be included with the demolition permit application. If there is no asbestos, the demolition permit may be approved. If there is asbestos in the structure, it will need to be removed (with the proper permits) before the demolition permit can be approved.

NOTE: Additional permits from other agencies may also be needed.

notifications of the news they want from ORCAA. The program allows registrants to select from a variety of news categories, from burn ban information to permit news to regulation updates, so they receive only those notifications that most interest them.

ORCAA's multiple websites also provide key outreach to our clients. The core site, www.ORCAA.org, offers mostly static content such as permits, program information and various business forms that are of use to residents and businesses.

The secondary site, news.orcaa.org, provides dynamic content such as news updates, event postings, breaking news, and burn ban information. The news.orcaa.org site feeds directly into the core www.orcaa.org site to ensure maximum visibility and readership. The news site also feeds directly into ORCAA's social media accounts (Facebook and Twitter) to extend the reach of the news and information.

Using these tools, in addition to traditional media channels, ORCAA distributed burn ban message to over 18,000 citizens, with large increases in public use of ORCAA's online services attributed to Facebook, ORCAA.org and WaBurnBans.net postings.

The expanded use of digital technologies have reduced many of the overhead costs associated with 'broad-band' outreach efforts, and some of those savings allow us to expand on

more traditional outreach efforts.

During FY 2013, with the support of the Compliance Section, ORCAA attended more community festivals and fairs, most notably the Lacey Alternative Energy Fair, the Pacific County Fair, and the Grays Harbor County Fair. These events provide ORCAA staff opportunity to interact directly with the residents we serve, and also allow us to promote our other online communications tools to those who may not be aware of them. Those events will be attended again in FY 2014.

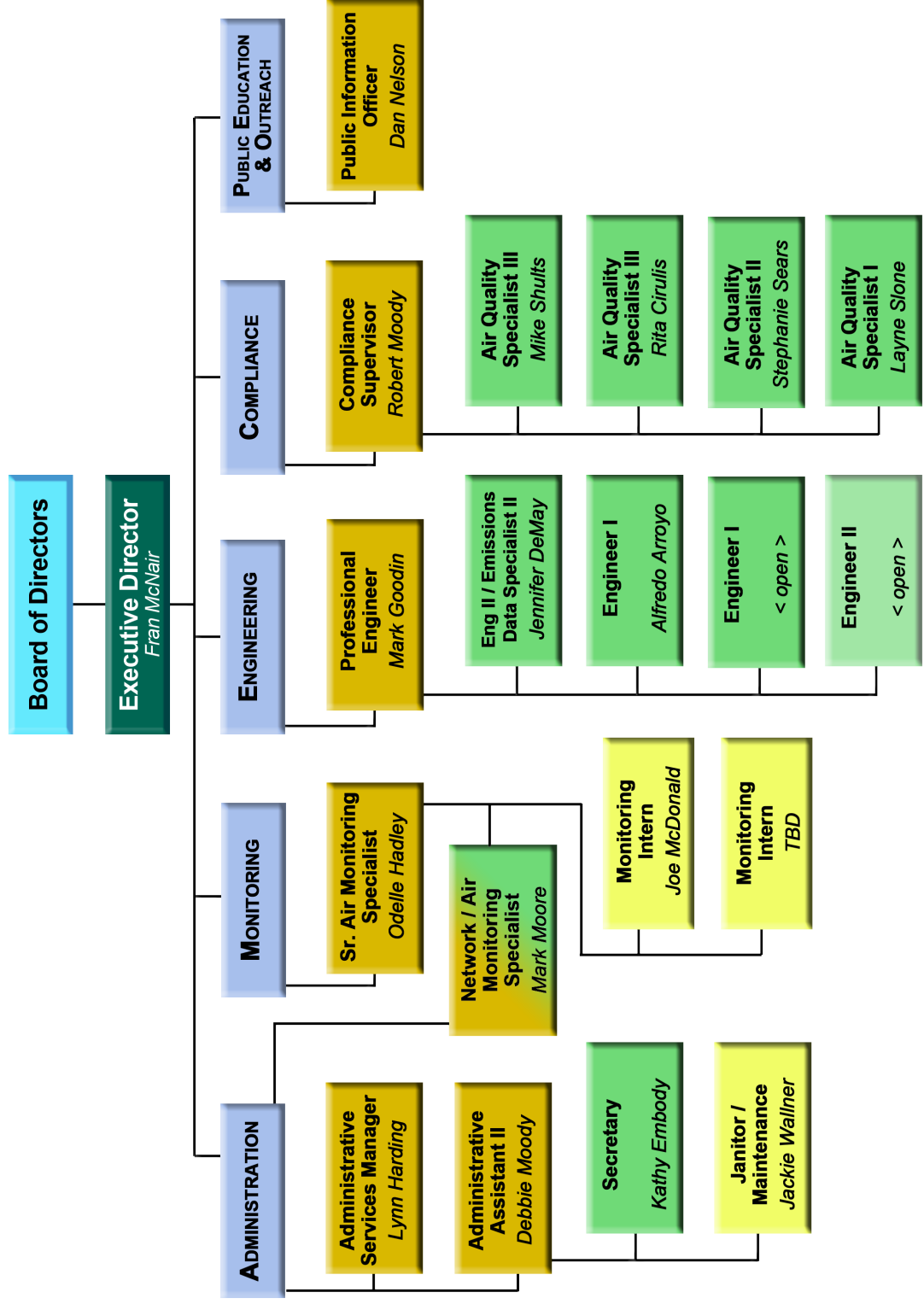
Because wood smoke continues to be a primary source of air pollution in our region, ORCAA's Education & Outreach Section also continued its management and promotion of a Wood Stove Replacement Grant.

This grant, awarded by the Washington Department of Ecology (ECY) provides funding for residents of Thurston County willing to replace old, inefficient wood heating appliances with new natural gas or electric heat sources.



Photo by Robert Moody

Olympic Region Clean Air Agency Organizational Chart 2013



FY 2014 Budget Highlights

This budget is for ORCAA's FY 2014, which runs from July 1, 2013, through June 30, 2014. 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 May 8, 2013 and continued to June 12, 2013, to adopt the FY 2014 Budget.

- No increase in fees
- 2.8 percent cost of living allowance for employees
- Total Expenditures of \$1.846 million
- Continued funding of Capital Reserve Funds for office building, agency database, and monitoring

REVENUE

The balanced FY 2014 Budget includes state and federal grants, program fees, and limited use of agency reserve funds. For the federal Title V Air Operating Permit program, fees will be reduced for most sources.

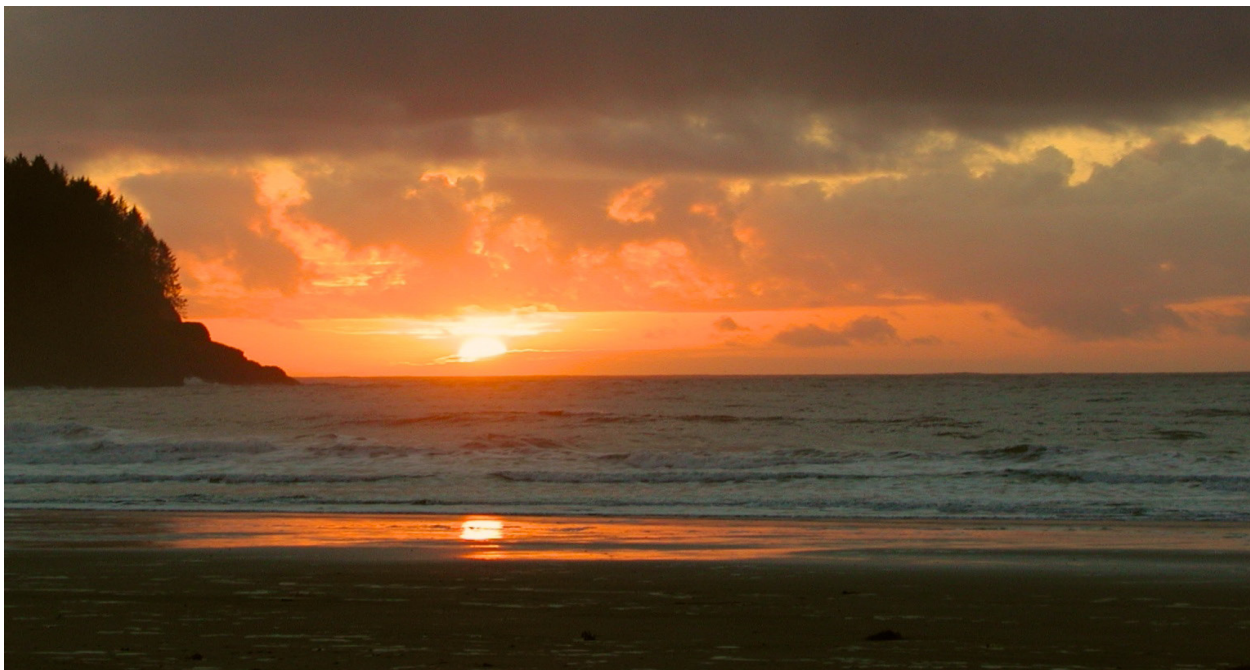
Consistent with Board direction, ORCAA will continue setting aside funds to save for long-term capital expenditures (office building,

agency database, and monitoring activities). Also, ORCAA will be using approximately \$184,357 from reserves to cover expenditures.

EXPENDITURES

Overall, this year's budget represents a slight increase over FY 2013. Not surprisingly, the largest expenditure in ORCAA's budget is for salaries and employee benefits. Salary costs will increase slightly over the previous fiscal year and includes the addition of a 2.8 percent cost of living allowance for staff. Retirement benefits paid by both the employer and employee will increase in FY 2014. The State Actuary calculates rates based on the funding policies, methods, and assumptions set in current law to determine how much employees and employers should pay to prefund the benefits of the systems. The employer's portion will increase 2 percent in FY 2014. Additionally, we've included an increase of 8 percent to cover escalating health insurance costs.

Compared to the previous year the non-payroll expenditures will remain the same. We anticipate a slight decrease in office building and non-administrative expenditures. This is mainly due to a decrease in office building maintenance and operation as well as a decrease in monitoring equipment costs.



**OLYMPIC REGION CLEAN AIR AGENCY
REVENUE & SURPLUS**

For The Fiscal Year Ending June 30, 2014

	Col.1 Actual Budget FY 2012	Col.2 Approved Budget FY 2013	Col.3 YTD Actual-10 mos. thru 4/30/2013	Col.4 Proposed FY 2014	Col.5 Projected FY 2015
<u>GRANTS</u>					
Core-Federal	\$ 169,446.00	\$ 175,286.00	\$ 109,375.50	\$ 167,626.00	\$ 167,626.00
Core-State	111,104.00	113,124.00	66,663.25	112,796.00	112,796.00
PM Agreements:					
Ecology Monitoring	12,000.00	12,000.00	13,500.00	13,500.00	13,500.00
CPO Project w/EPA-Maintenance & Operations	126,205.00	86,077.00	83,867.13	86,077.00	86,077.00
Woodstove Reduction Program w/Ecology	23,938.95	50,000.00	36,728.09	40,000.00	-
Woodstove Grant	12,208.00	8,487.00	8,487.00	11,332.00	11,332.00
<u>FEEES</u>					
Assessments	\$ 226,172.00	\$ 229,793.00	\$ 229,798.00	\$ 231,545.00	\$ 232,000.00
AOP (Title V)	380,708.00	335,000.00	349,485.29	342,284.00	375,000.00
EFSEC	43,926.00	45,500.00	25,027.90	25,153.00	21,838.00
Ecology Oversight	12,973.00	20,000.00	10,357.75	20,000.00	20,000.00
Annual Registration	224,930.00	340,000.00	344,742.51	344,000.00	345,000.00
NOC - Major	6,505.00	5,000.00	14,409.64	8,500.00	8,500.00
NOC - Minor	42,675.00	20,000.00	59,280.00	45,000.00	45,000.00
Asbestos	97,750.00	80,000.00	95,055.00	85,000.00	85,000.00
Outdoor Burning-Land Clearing	19,500.00	12,000.00	11,075.00	10,000.00	12,000.00
<u>OTHER</u>					
Fines	\$ 73,287.00	\$ 50,000.00	\$ 51,671.02	\$ 50,000.00	\$ 50,000.00
Investment Interest	17,494.00	12,000.00	10,192.14	10,000.00	10,000.00
Makah Tribe-Services Contract	-	-	-	5,000.00	-
Miscellaneous Income	11,795.00	1,000.00	225.04	500.00	1,000.00
Building Income	15,126.00	13,524.00	17,639.00	23,364.00	23,364.00
<u>RESERVE FUNDS</u>					
Reserve Funds -General Fund - Administration	\$ 71,671.00	\$ 159,291.00	\$ -	\$ 184,357.00	\$ 225,835.00
Reserve Funds - Title V	-	28,000.00	-	30,000.00	-
Reserve Funds - Monitoring Reserve	-	-	-	-	-
TOTAL REVENUE & SURPLUS	\$ 1,699,414.00	\$ 1,796,082.00	\$ 1,537,579.26	\$ 1,846,034.00	\$ 1,845,868.00

OLYMPIC REGION CLEAN AIR AGENCY
EXPENDITURES
 For The Fiscal Year Ending June 30, 2014

	Col. 1 Actual Budget FY 2012	Col. 2 Approved Budget FY 2013	Col. 3 YTD Actual-10 mos. thru 4/30/2013	Col. 4 Proposed FY 2014	Col. 5 Projected FY 2015
PAYROLL					
Salaries	\$ 1,032,469.00	\$ 1,052,365.00	\$ 874,755.00	\$ 1,105,866.00	\$ 1,130,000.00
Employee Benefits	345,216.00	364,492.00	278,420.20	406,670.00	408,000.00
	\$ 1,377,685.00	\$ 1,416,857.00	\$ 1,153,175.20	\$ 1,512,536.00	\$ 1,538,000.00
TOTAL P/R EXPENSES					
NON-PAYROLL					
Office Supplies & Sm Supply Purchases	\$ 5,942.00	\$ 5,800.04	\$ 5,855.56	\$ 6,800.00	\$ 6,800.00
Gasoline Vehicles	6,732.00	6,700.00	5,212.41	6,800.00	7,000.00
Computer Hard/Soft./Supplies	6,038.00	11,000.00	10,002.33	6,600.00	8,700.00
Bd. Prof. Ser. & Travel Reimb.	5,077.00	6,000.00	3,615.44	5,000.00	5,000.00
Staff Training & Conferences & Travel	10,863.00	16,945.08	6,962.51	14,800.00	15,500.00
DOE Oversight Fees	13,899.00	20,000.04	5,577.19	20,000.00	20,000.00
Professional Srs.	44,510.00	25,000.08	18,428.02	32,000.00	35,000.00
Telephone	16,090.00	17,000.04	12,259.17	16,000.00	16,000.00
Advertising	1,010.00	2,000.04	175.00	1,000.00	1,000.00
Postage	5,205.00	6,000.00	3,507.12	6,000.00	6,200.00
Insurance (Bldg. Veh. Staff)	21,719.00	24,000.00	21,947.00	23,500.00	24,000.00
Wellness Program	-	170.04	107.10	200.00	200.00
Public Education	12,078.00	9,000.00	4,785.79	6,500.00	7,500.00
Miscellaneous	1,099.00	50.04	432.08	750.00	750.00
Dues & Subscriptions	1,685.00	2,200.08	1,790.98	1,500.00	1,600.00
Audit/Acctg/CC Fees	16,310.00	7,800.00	8,608.56	14,000.00	6,500.00
Printing	931.00	3,000.00	1,387.31	2,000.00	2,500.00
Rent-Satellite Office	5,988.00	6,000.00	4,990.00	6,000.00	6,000.00
IT -Computer Maint. Contracted	-	500.04	-	500.00	500.00
Maintenance - Copier	2,159.00	3,000.00	1,760.27	2,500.00	2,500.00
Maintenance - Vehicles	1,487.00	4,000.08	1,346.48	4,000.00	4,000.00
	\$ 178,822.00	\$ 176,165.60	\$ 118,750.32	\$ 176,450.00	\$ 177,250.00
Sub-Total Administrative Expenses					
OFFICE BLDG. OPERATING					
Interest Expense & Principal - Office Bldg.	\$ 38,629.00	\$ 43,760.00	\$ 38,475.92	\$ 43,998.00	\$ 44,218.00
Utilities/Alarm Monitoring	14,538.00	17,800.00	11,271.39	15,300.00	17,400.00
Janitorial Supplies	992.00	2,000.00	967.66	1,500.00	2,000.00
Maintenance Office Bldg.	7,532.00	10,000.00	3,627.63	6,000.00	6,000.00
Leasehold Improvements	3,046.00	24,000.00	14,016.00	18,000.00	20,000.00
	\$ 64,737.00	\$ 97,560.00	\$ 68,358.60	\$ 84,798.00	\$ 89,618.00
Sub-Total Office Building Operating					
NON-ADMINISTRATIVE-OPERATING					
Woodstove Reduction Program	\$ 18,000.00	\$ 50,000.00	\$ 28,750.00	\$ 32,250.00	\$ -
Monitoring Program - CPO, Equipment, Maint., etc.	60,170.00	27,500.00	18,172.95	35,000.00	31,000.00
Monitoring Program (Incl. Saturation Study)	-	28,000.00	21,780.44	5,000.00	10,000.00
	\$ 78,170.00	\$ 105,500.00	\$ 68,703.39	\$ 72,250.00	\$ 41,000.00
Sub-Total Non-Administrative - Operating					
	\$ 1,699,414.00	\$ 1,796,082.60	\$ 1,408,987.51	\$ 1,846,034.00	\$ 1,845,868.00
GRAND TOTAL EXPENDITURES					

OLYMPIC REGION CLEAN AIR AGENCY
FUND BALANCE
For The Period Ending June 30, 2014

	<u>FY 2013 General Fund</u>	<u>FY 2014 Additions</u>	<u>FY 2014 General Fund</u>
	July 1, 2012		July 1, 2013
BEGINNING Fund Balance.....	\$ 1,556,313		\$ 1,548,439
<u>Plus</u> : Revenue Fiscal Year	\$ 1,674,680		\$ 1,601,677
<u>Less</u> : Expenditures Fiscal Year	\$ (1,682,554)		\$ (1,816,034)
Projected ENDING Fund Balance 06/30/20xx *	\$ 1,548,439	n/a	\$ 1,334,082
General Fund Balance applied to FY Budget	\$ -		\$ 184,357
Fund Balance ALLOCATIONS			
<u>Operating Reserve Funds</u>			
<u>Less</u> : Expense Reserve (25% FY Budget, excludes Title V)	\$ (331,222)		\$ (360,938)
<u>Less</u> : Title V	\$ (65,000)		\$ (35,000)
<u>Less</u> : ORCAA Tenants Security Deposits	\$ (1,997)		\$ (1,997)
<u>Capital Reserve Funds</u>			
<u>Less</u> for Office Building	\$ (16,000)	\$ 4,000	\$ (20,000)
<u>Less</u> for Monitoring	\$ (37,000)	\$ 8,000	\$ (45,000)
<u>Less</u> for Database	\$ (25,000)	\$ 10,000	\$ (35,000)
Ending UNRESERVED Fund Balance Year End	\$ 1,072,220	\$ 22,000	\$ 836,147

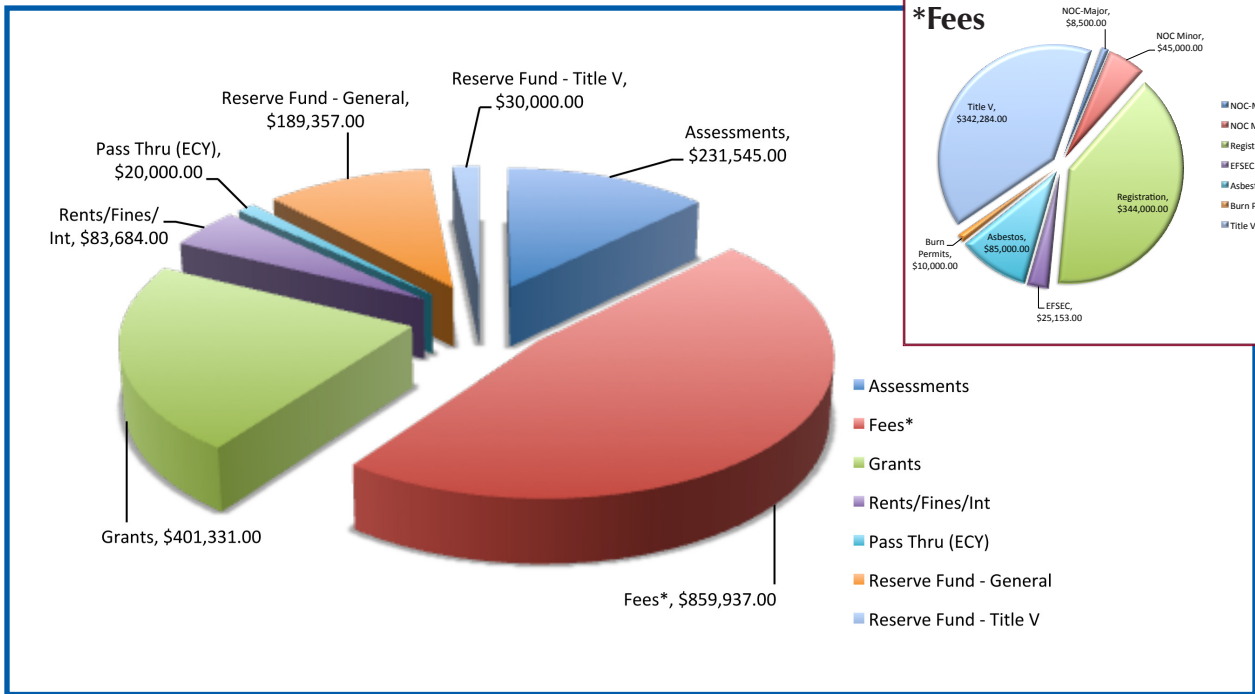
"Operating Reserve Fund" defined: An amount established by board direction and placed in reserve

"Capital Reserve Fund" defined: An amount established by board direction to save for long-term capital expenditures (equipment, bldg, database)

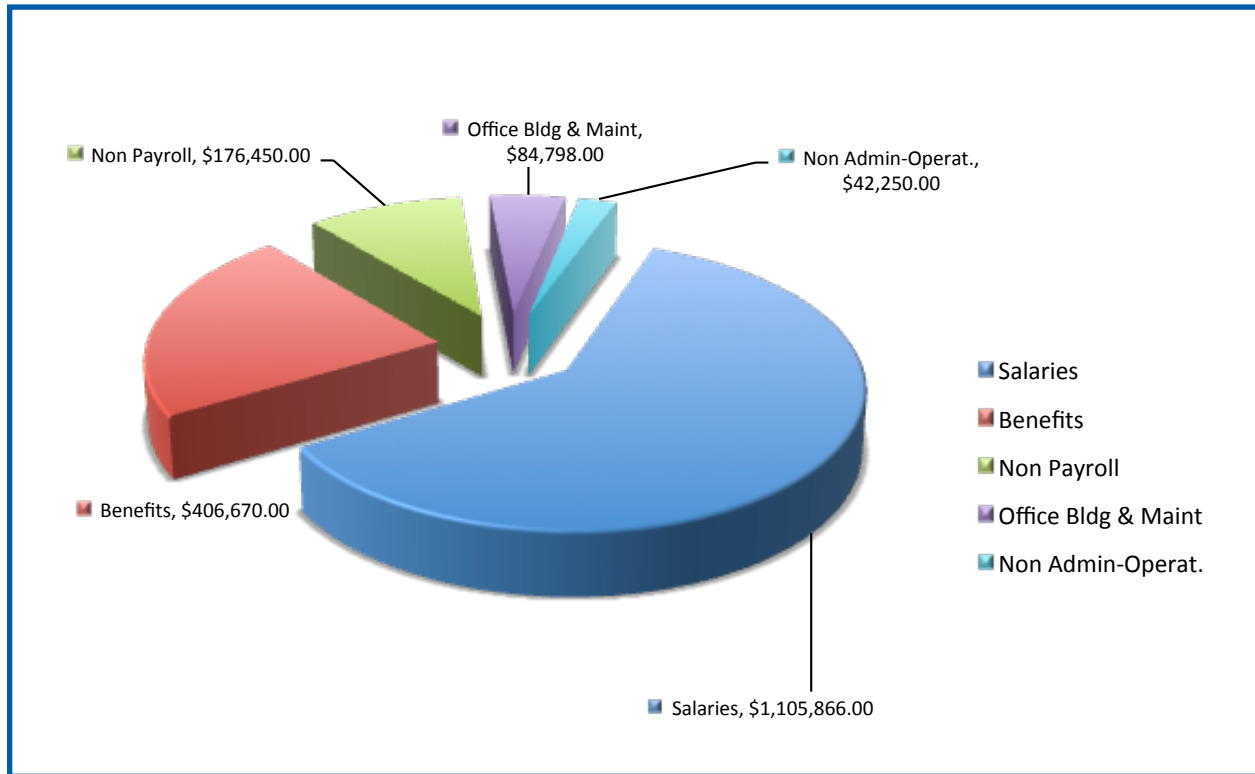
"General Fund Balance" defined: Funds that are held in our bank account with Thurston County Treasurer's Office. ORCAA has one fund with Thurston County Treasurer's Office and is referred to as the "General Fund."

* The total General Fund Balance includes "Operating" and "Capital" Reserve Funds

Revenue



Expenditures





Olympic Region Clean Air Agency

ORCAA

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