



Olympic Region Clean Air Agency

ORCAA

FISCAL YEAR 2015

BUDGET & ANNUAL REPORT

July 1, 2014 - June 30, 2015

Francea L. McNair
Executive Director

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Annual Report, 2014

Executive Director

I am extremely pleased to be entering my sixth year as ORCAA's Executive Director and in doing so I continue to encourage intergovernmental communication and coordination, and community outreach and education. As an example, our data shows education and outreach make a positive difference for the public and the environment in significant areas such as asbestos abatement. 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, protecting public health.**

Outreach and education efforts directed toward governmental entities, economic development organizations, service groups, and citizens in the six counties of the region have been quite successful. I emphasize two important facts with every group: We have a responsibility to keep our air clean through our own actions. 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

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.*

and energy efficiency. We work proactively with the community and regulated businesses (sources) providing leadership, developing partnerships and guiding the way to improved air quality and a healthier environment. An excellent example of these outreach efforts dealt with the legalization of marijuana growth and sales. Because this is a new area of involvement for ORCAA, we developed a data sheet and an introductory

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).*

letter outlining best management practices for the growing of marijuana, as odor could be a significant problem. We are unsure, at this time, if they will be a regulated source, but want to be proactive, working with the industry to prevent future problems.

I look for opportunities to meet with and speak to local governments, community groups and organizations, encouraging staff to do the same. Focusing on industry specific information, utilizing newsletters and onsite visits has proven to be an effective means of education. Understanding the clean air laws and regulations increases compliance and improve efficiencies. Direct mail continues to be a very effective way to get information to individual households about the problems caused by outdoor burning and reasonable burning alternatives.

The air quality monitoring saturation and ultrafine studies in Clallam and Jefferson Counties both moved forward in 2013 and will continue throughout 2014. Working with the legislature to secure funding, we contracted with the University of Washington to carry out the ultrafine study. The ultrafine study will carry over into Fiscal Year (FY) 2015 in Clallam County, gathering needed data. The intent of the study is to better understand the ultrafine particles and their impact on air quality.

Having completed the Saturation Study in Clallam County, the optical particle counters are moving to Jefferson County to 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 six years, ensuring that we have positioned our permanent monitors (nephelometers) in a representative populated area of each county to best determine ambient air quality.

ORCAA Facts

Jurisdiction	6 Counties
Area.....	8,058.1 square miles
Number of Registered Sources.....	737
Number of Major (AOP) sources.....	13
Population (* U.S. Census projection for 2013)	518,725
<i>Clallam County.....</i>	<i>72,350</i>
<i>Grays Harbor County.....</i>	<i>73,200</i>
<i>Jefferson County.....</i>	<i>30,275</i>
<i>Mason County.....</i>	<i>61,800</i>
<i>Pacific County.....</i>	<i>21,000</i>
<i>Thurston County.....</i>	<i>260,100</i>
Total Occupied Households.....	206,366
<i>Clallam County.....</i>	<i>30,877</i>
<i>Grays Harbor County.....</i>	<i>27,905</i>
<i>Jefferson County.....</i>	<i>14,181</i>
<i>Mason County.....</i>	<i>23,274</i>
<i>Pacific County.....</i>	<i>9,363</i>
<i>Thurston County.....</i>	<i>100,766</i>
Homes w/Wood Heat (% of total)	21,306 (10.3%)
<i>state average</i>	<i>4.5%</i>
<i>Clallam County.....</i>	<i>4,321 (14.0%)</i>
<i>Grays Harbor County.....</i>	<i>3,671 (13.2%)</i>
<i>Jefferson County.....</i>	<i>2,137 (15.1%)</i>
<i>Mason County.....</i>	<i>2,895 (12.4%)</i>
<i>Pacific County.....</i>	<i>1,693 (18.1%)</i>
<i>Thurston County.....</i>	<i>6,589 (6.5%)</i>



Dr. Odelle Hadley, ORCAA's Senior Air Monitoring Specialist, was recognized as the 2013 Air Quality Monitor Operator of the year by the Department of Ecology.

Woodstove emissions are a major contributing factor, statewide, to air quality problems. We received our second grant from the Department of Ecology in FY 2014 for a woodstove replacement program in urban Thurston County. We sought to remove older wood burning appliances and replace them with cleaner non-wood heat sources. ORCAA is one of the only agencies in this grant program that doesn't allow replacement with another woodstove. The only really effective way to reduce emissions from woodstoves is to remove them as a heat source. ORCAA is offering a higher financial incentive for replacement with a ductless heat pump. This increase in financial assistance is an incentive for replacement with the heat pump versus a natural gas alternative. We are also offering a Bounty Program encouraging people to

destroy their uncertified woodstoves.

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

We have 13 Title V Air Operating Permit (AOP) 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 AOPs that are expiring. We have had some very difficult issues with some of our sources this year in terms of emissions, odors, dust and equipment problems. We are on top of these issues, working with the sources and local permitting authorities, to resolve them. I feel optimistic that the business climate is improving in our region.

The ability to create a work environment that is stimulating, rewarding and supports innovative thinking and high performance is an ongoing challenge. 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. We welcomed four new staff into the ORCAA family this year. They are great additions, bringing invaluable expertise and a desire to improve our region's air quality.

We moved our offices to the other side of our building. Staff did a great job working together making the move as smooth as possible. Working under some difficult

conditions during the move, staff were able to continue to serve our public. I hope everyone would agree our new office space is a nicer work environment.

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.

Administrative Section

During FY 2014, the Administrative Section helped improve efficiencies and public services by spearheading improvements with the online permit applications and bill payment options. The Administrative Staff contracted with a new credit card vendor to greatly reduce ORCAA's expenses while improving services to the public and the industries we serve. The new vendor's services, coupled with improved use of online tools for form completion and management, allowed permit applications to be completed and paid for online, saving time and travel for business people



throughout our jurisdiction as well as improving the efficiency of ORCAA staff.

The section staff also led the effort to relocate ORCAA office space within the Olympia headquarters location. This move, to the larger suite at the other end of the ORCAA-owned building improved public interaction. The change also grouped sections together for better intra-office communication and improved workflow. The section oversaw improvements in efficiencies in the agency's records management.

Following the retirement of ORCAA's secretary, the agency reclassified the position to Customer Service/Records Clerk. The Administrative Assistant position was also reclassified as Office Manager to better reflect the responsibilities and skills of that employee.

During the coming year, the Administrative staff will continue to seek cost-cutting measures whenever possible while fulfilling all its necessary tasks. 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.

The Information Technologies (IT) component of the Administrative Section completed major upgrades to ORCAA's

IT infrastructure this year. Upgrades include installation of a Voice over Internet Protocol (VoIP) telephony system and an upgrade of the building's internal cabling to Cat6, which will accommodate larger and faster data transfers. VoIP offers a number of benefits, including a

moderate cost-savings potential, low return on investment, phone portability, service mobility, and increased functionality.

The opportunities for flexibility and productivity are numerous. If an employee knows that they are going to be gone for a day or longer, they can take their phone home with them and make and answer calls like they were in the office.

The VoIP system also offers a smart phone application, which permits users to answer calls from their phone, just like they are in the office.

Compliance Section

The Compliance Section continues to serve the businesses and individuals in ORCAA's 8,000-square-mile jurisdiction. Despite the retirement of one compliance officer and turnover of another employee, the Air Quality Specialists responded to more than 639 complaints, reviewed 410 industrial reports, completed 639 business inspections and issued hundreds of permits, including 122 land clearing burn permits, 401 asbestos permits, and 295 demolition permits during FY 2014.

The Compliance Section worked closely with the Outreach and Education section to ensure the work being completed was done efficiently, effectively and professionally. ORCAA's

Public Information Officer (PIO) performed random follow-up calls with sources recently inspected by Compliance Section

staff. These random checks revealed that the Compliance Staff was performing admirably, with no complaints and universally high marks for professionalism, efficiency and expertise. Sources included in the follow-up surveys included major sources as well as the smallest businesses in our registration program.

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 scan and store, electronically, 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 NOC Approval Orders completed by Engineering to ensure enforceability and practicality. As time permits, the compliance staff hand-delivers approved NOCs to the sources to make sure

the personnel at the business fully understands the permit requirements and restrictions.

Heading into FY 2015, the compliance staff will continue working with the outreach staff



and the engineering staff to develop new materials, specifically focused on outdoor burning and small industry assistance. The compliance and outreach sections will also

work cooperatively on inspection follow-up surveys to monitor and evaluate the effectiveness of the agency's 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 asbestos regulations 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 the first ten months of FY 2014, the Engineering Section (Engineering) experienced a high number of air permit applications for new commercial and industrial sources of air pollution resulting in elevated permitting workload. At that

time a vacant Engineer 1 position was filled bringing engineering to full staffing levels. Due to a full complement of engineering staff and implementation of several efficiency improvements explained below, permit issuance rates are being maintained at nearly the same rates compared to the previous fiscal year. In addition, Engineering was able to respond to and resolve several important issues that surfaced during this period.

Engineering staff issued 51 NOC permits, which is the same issuance rate as the previous fiscal year. NOC permits allow the construction, modification or expansion of businesses that emit air pollution, and are a good indicator of economic growth. Though no AOP renewals were issued during this time period, Engineering has been working on five AOP renewal applications and expect to issue three of these by the beginning of next fiscal year. AOPs are operating permits for "Major Sources" of air pollution and are



required to be renewed every five years. Efficiency improvements during this time period included implementing a “general permit” template for gasoline station approvals and establishing technical guidance documents for investigating newly discovered sources of air pollution and for determining New Source Review (NSR) applicability. The general permit template for gas stations helps save time in the processing of gasoline station applications. The technical guidance documents help maintain consistent NSR investigations and applicability determinations. Related to this, Engineering worked with the Compliance Section to develop a standard checklist and procedures for gathering data on new sources of air pollution discovered during inspections. The standard checklist and procedures help in assuring the necessary data is collected during inspections. This assists ORCAA staff in making an NSR applicability determination in a timely manner.

Engineering responded to several complicated regulatory issues that arose since the beginning of the fiscal year. With the State’s approval of marijuana growing and processing facilities, proponents seeking approval for these facilities, as well as city and county planning agencies, turned to ORCAA for guidance and direction on how to handle potential air issues such as odors, dust and mold spores from these facilities. In response, ORCAA developed standard forms and a plan on how to regulate and monitor marijuana facilities that has since been adopted by other air agencies in the state. During the same period Engineering, along with ORCAA’s Executive Director, facilitated a landmark determination by the U.S. EPA regarding extension of testing deadlines in circumstances when a boiler becomes inoperable due to causes that could not have been prevented, but are not a result of a weather-related event: also known as “force majeure.” Influence, critical

regulatory analysis and coordination lead by ORCAA helped foster a determination by EPA in a timely manner that benefited one of the major sources regulated by ORCAA. Other air regulatory issues addressed by Engineering since the beginning of the fiscal year included:

- Resolving differences with Ecology on how to model emergency generators
- Working with consultants on the Westway Terminals and Imperium Renewables permitting cases to determine the best way to estimate air emissions and model air impacts.

Engineering was lead on several critical source testing events including testing of Silver Springs Organics, a composting facility in Thurston County; Rohm and Haas, a major chemical manufacturing facility in Grays Harbor County; and Granite Construction, an asphalt plant in Mason County. Engineering’s involvement consisted of reviewing and approving source testing protocols to verify appropriate sampling and testing methods were used, witnessing the testing and reviewing test results.

Engineering continued to assist Compliance with minor source inspections as needed, and participating in all major source inspections along with the assigned inspector from Compliance. Since the beginning of the fiscal year, engineering staff have taken part in 33 minor source inspections and have conducted 16 major source inspections.

The Engineering Section’s Emissions Data Specialist completed ORCAA’s Emissions Inventory (EI) for 2013. The ORCAA EI comprehensively accounts for annual emissions from stationary sources of emissions ORCAA regulates. ORCAA’s Emissions Data Specialist implemented several improvements including providing EI 101 training for staff, improving data entry into ORCAA’s database, and streamlining reporting to EPA. In

addition, the Emissions Data Specialist instituted a standard procedure to work with Compliance Staff prior to inspections for purposes of reviewing the data in the emission inventory to identify inspection points, inaccuracies, and other ways to improve the inventory.

Monitoring Section

ORCAA monitors ambient air quality at six stations located in the most populated regions of each county under ORCAA's jurisdiction. Those cities are: Aberdeen in Grays Harbor County, Lacey in Thurston County, Port Angeles in Clallam County, Port Townsend in Jefferson County, Raymond in Pacific County, and Shelton in Mason County. 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.

Nephelometers measure light scatter, a proxy for $PM_{2.5}$, at the six county sites. $PM_{2.5}$ is the total mass of atmospheric particles with diameters less than 2.5 microns per cubic meter of air and is the statewide standard for ambient air quality. Light scatter is converted to $PM_{2.5}$ using an equation derived from side-by-side comparison with the federal reference method (FRM), a gravimetric and direct measurement of

$PM_{2.5}$. This correlation factor was recently re-evaluated through operation of an FRM monitor between November 2013 and March 2014. An ozone analyzer runs at Mountain View Elementary in Lacey between April and October each year. All of ORCAA's monitoring stations transmit near real-time data to the internet through the Washington State Department of Ecology's (Ecology) 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.

At CPO we monitor CO , SO_2 , and NO/NO_y , ozone, and several meteorological parameters year round. An EPA grant and





in-kind funds from ORCAA support site maintenance and staff time needed to run 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 levels of regional pollutant concentrations, including what is transported from Asia and the Arctic. Lastly ORCAA aids the Makah tribe air quality program with equipment quality control and maintenance in return for their assistance with activities at CPO. ORCAA is currently working on a source apportionment study using IMPROVE (Interagency Monitoring of Protected Visual Environments) and NCORE data collected at CPO.

In addition to the long-term air monitoring conducted in each county, ORCAA's monitoring division purchased and developed several instruments for conducting countywide saturation studies. These studies 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. The saturation study will last one year in each county and rotate to a new county the following year. Instruments will be sent back to the factory for calibration and maintenance before moving to the next county. In FY 2015, the saturation study will be conducted in Jefferson County and move to Thurston County in the final months. Data from the studies are made publicly available on ORCAA's website.

ORCAA is managing a two-year study of ultra-fine particles in Clallam County that will be completed in FY 2015. Professors Dan Jaffe and Joel Thornton from the University of Washington's Department of Atmospheric Sciences are the principal investigators on this project.

Moving forward in FY 2015, 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. The nephelometer located at Mountain View has been upgraded from the Radiance Research M903 to an Ecotech, Aurora 3000 nephelometer.

costs associated with ‘broad-band’ outreach efforts, and some of those savings allow us to expand on more traditional outreach efforts.

During FY 2014, with the support of the Compliance Section, ORCAA once again attended more community festivals and fairs, most notably the Lacey Alternative Science, Technology, Engineering and Mathematics (STEM) Fair, the Pacific County Fair, the Grays Harbor County Fair, and the Dungeness River Festival in Sequim. 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 2015.

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.

ORCAA continued to utilize a range of outreach methods during FY 2014, including social media/new media channels, direct mail pieces, and traditional print and broadcast media outlets. Using direct mail campaigns, we focused on outdoor burning education. That was also the common focus of talks with various Homeowner and Neighborhood Associations.

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 Woodstove Replacement Grant. This grant, awarded by Ecology provides funding for residents of Thurston County willing to replace old, inefficient wood heating appliances with new natural gas or electric heat sources.

FY 2014 saw growing interest in our email alert program, with double-digit growth rates in signups. This service provides residents and businesses the opportunity to register online to receive electronic notifications of the news they want from ORCAA. The expanded use of digital technologies have reduced many of the overhead

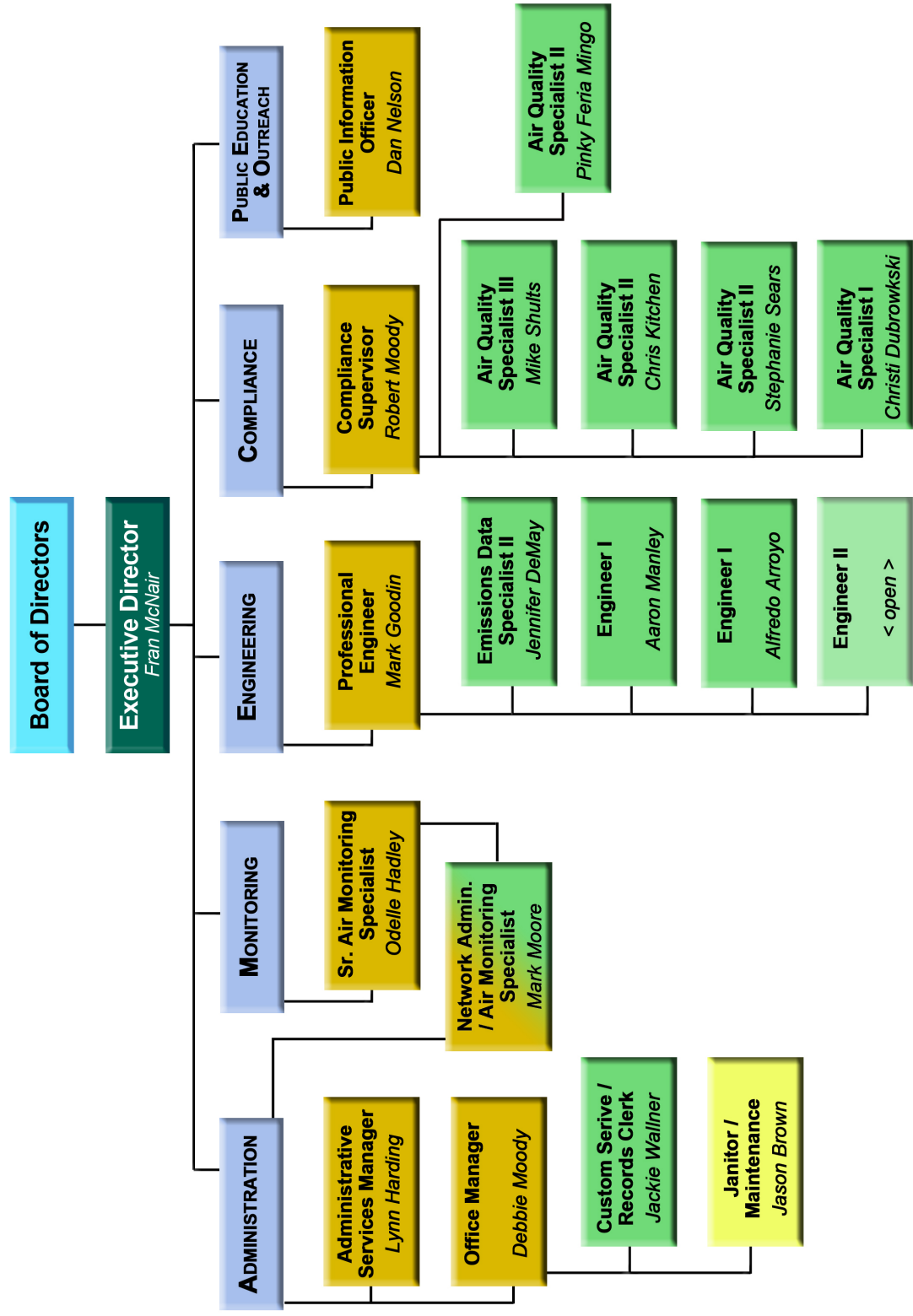
Woodstove Replacement Program, 2012-2014

Number of Woodstoves/inserts replaced 163
 Annual reduction in wood burning (cords) . . . 343

Total Emission Avoided (in tons)

<u>Pollutant</u>	<u>Total Emissions Avoided</u>
CO	44.1
SO2	0.1
NOX	0.5
VOC	10.1
PM2.5-PRI	5.9
PM10-PRI	5.9
Benzene	0.4
Formaldehyde	0.3
Methane	12.2

Olympic Region Clean Air Agency Organizational Chart 2014



FY 2015 Budget Highlights

This budget is for ORCAA's FY 2015, which runs from July 1, 2014, through June 30, 2015. 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 14, 2014 and continued to June 11, 2014, to adopt the FY 2015 Budget.

- No increase in fees
- 2.0 percent cost of living allowance
- Total Expenditures of \$1.99 million
- Continued funding of Capital Reserve Funds for office building, agency database, vehicles and monitoring

REVENUE

The balanced FY 2015 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 \$187,728 from reserves to cover expenditures.

EXPENDITURES

Overall, this year's budget represents a modest increase over FY 2014, due largely to a grant from Washington state to fund an ultrafine particulate pollution study. 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 percent cost of living allowance. Retirement benefits paid by both the employer and employee are expected to increase in FY 2015. 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.

Compared to the previous year the non-payroll, expenditures – other than the grant-funded Ultrafine Study noted above – will remain the same.



**OLYMPIC REGION CLEAN AIR AGENCY
REVENUE & SURPLUS
For The Fiscal Year Ending June 30, 2015**

	Col 1 Actual Budget FY 2013	Col 2 Approved Budget FY 2014	Col 3 YTD Actual-11 mos. thru 5/31/14	Col 4 Proposed FY 2015	Col 5 Projected FY 2016
GRANTS					
Core-Federal	\$ 172,023.00	\$ 167,626.00	\$ 195,840.18	\$ 179,473.00	\$ 179,473.00
Core-State	104,371.00	112,796.00	129,958.50	121,205.00	121,205.00
PM Agreements:					
Ecology Monitoring	13,500.00	13,500.00	13,500.00	13,500.00	13,500.00
CPO Project w/EPA-Maintenance & Operations	83,867.00	86,077.00	73,681.25	86,077.00	86,077.00
Ultrafine Particle Study	-	317,500.00	158,693.29	197,500.00	-
Woodstove Reduction & Bonny Program w/Ecology	36,728.00	90,000.00	86,467.15	14,706.00	22,000.00
Woodstove Grant	8,487.00	11,332.00	11,332.00	11,332.00	11,332.00
FEES					
Assessments	\$ 229,798.00	\$ 231,545.00	\$ 231,549.00	\$ 233,426.00	\$ 234,000.00
AOP (Title V)	349,485.00	342,284.00	321,548.00	300,200.00	325,000.00
EFSEC	30,291.00	25,153.00	18,068.57	21,838.00	22,000.00
Ecology Oversight	10,358.00	20,000.00	24,180.76	20,000.00	20,000.00
Annual Registration	345,392.00	344,000.00	340,085.00	344,000.00	345,000.00
NOC - Major	15,050.00	8,500.00	8,440.00	7,500.00	8,500.00
NOC - Minor	66,380.00	45,000.00	49,181.50	40,000.00	45,000.00
Asbestos	110,375.00	85,000.00	106,205.00	95,000.00	95,000.00
Outdoor Burning-Land Clearing	15,475.00	10,000.00	11,687.50	10,000.00	10,000.00
OTHER					
Fines	\$ 57,761.00	\$ 50,000.00	\$ 42,536.00	\$ 45,000.00	\$ 50,000.00
Investment Interest	12,402.00	10,000.00	9,978.86	10,000.00	10,000.00
Makah Tribe-Services Contract	-	5,000.00	-	5,000.00	-
Miscellaneous Income	412.00	500.00	8,615.53	500.00	500.00
Building Income	21,533.00	23,364.00	24,249.20	20,332.00	33,612.00
RESERVE FUNDS					
Reserve Funds -General Fund - Administration	\$ 21,944.00	\$ 142,857.00	\$ 19,349.00	\$ 187,728.00	\$ 228,478.00
Reserve Funds -Title V	-	30,000.00	-	34,566.00	45,000.00
Reserve Funds - Monitoring Reserve	-	-	-	-	-
TOTAL REVENUE & SURPLUS	\$ 1,705,632.00	\$ 2,172,034.00	\$ 1,885,146.29	\$ 1,998,883.00	\$ 1,905,677.00

Revenue

**OLYMPIC REGION CLEAN AIR AGENCY
EXPENDITURES**

For The Fiscal Year Ending June 30, 2015

	Col. 1 Actual Budget FY 2013	Col. 2 Approved Budget FY 2014	Col. 3 YTD Actual-11 mos. thru 5/31/14	Col. 4 Proposed FY 2015	Col. 5 Projected FY 2016
PAYROLL					
Salaries	\$ 1,032,268.00	\$ 1,105,866.00	\$ 944,728.87	\$ 1,123,056.00	\$ 1,179,209.00
Employee Benefits	331,130.00	406,670.00	313,247.56	396,337.00	414,000.00
TOTAL P/R EXPENSES	\$ 1,363,398.00	\$ 1,512,536.00	\$ 1,257,976.43	\$ 1,519,393.00	\$ 1,593,209.00
NON-PAYROLL					
Office Supplies & Sm Supply Purchases	\$ 7,136.00	\$ 6,800.00	\$ 4,286.49	\$ 6,000.00	\$ 5,500.00
Gasoline Vehicles	6,460.00	6,800.00	6,801.70	8,000.00	8,000.00
Computer Hard/Soft/Supplies	12,731.00	6,600.00	16,182.16	9,609.00	8,700.00
Bd. Prof. Ser. & Travel Reimb.	4,369.00	5,000.00	4,463.08	5,500.00	5,000.00
Staff Training & Conferences & Travel	9,162.00	14,800.00	9,724.39	13,907.00	14,000.00
DOE Oversight Fees	11,154.00	20,000.00	12,591.41	20,000.00	20,000.00
Professional Svs.	23,384.00	32,000.00	33,826.83	42,000.00	35,000.00
Telephone	14,837.00	16,000.00	22,645.02	12,000.00	12,000.00
Advertising	519.00	1,000.00	452.38	500.00	600.00
Postage	4,033.00	6,000.00	3,501.49	5,500.00	5,600.00
Insurance (Bldg, Veh, Staff)	21,947.00	23,500.00	23,499.00	24,000.00	24,000.00
Wellness Program	241.00	200.00	207.79	450.00	450.00
Public Education	9,675.00	6,500.00	7,934.66	8,000.00	8,000.00
Miscellaneous	432.00	750.00	783.50	750.00	750.00
Dues & Subscriptions	2,502.00	1,500.00	3,416.96	1,635.00	1,600.00
Audit/Acctg	10,387.00	14,000.00	7,237.31	15,000.00	6,250.00
Printing	1,493.00	2,000.00	734.99	2,000.00	2,000.00
Rent-Satellite Office	5,988.00	6,000.00	3,994.00	2,400.00	2,400.00
IT - Computer Maint. Contracted	-	500.00	-	500.00	500.00
Maintenance - Copier	2,103.00	2,500.00	2,006.06	2,500.00	2,500.00
Vehicle Purchase	1,517.00	4,000.00	2,815.06	4,000.00	4,000.00
Maintenance - Vehicles	150,070.00	176,450.00	167,104.28	184,251.00	166,850.00
Sub-Total Administrative Expenses					
OFFICE BLDG. OPERATING					
Interest Expense & Principal - Office Bldg.	\$ 43,760.00	\$ 43,998.00	\$ 39,065.76	\$ 44,218.00	\$ 44,218.00
Utilities/Alarm Monitoring	13,885.00	15,300.00	15,577.82	16,000.00	17,400.00
Janitorial Supplies	993.00	1,500.00	1,031.36	800.00	1,000.00
Maintenance Office Bldg.	6,073.00	6,000.00	12,058.45	6,000.00	6,000.00
Leasehold Improvements	14,016.00	18,000.00	20,747.95	12,000.00	14,000.00
Sub-Total Office Building Operating	\$ 78,727.00	\$ 84,798.00	\$ 88,481.34	\$ 79,018.00	\$ 82,618.00
NON-ADMINISTRATIVE-OPERATING					
Woodstove Reduction Program/Bounty	\$ 36,250.00	\$ 72,750.00	\$ 94,900.00	\$ 12,706.00	\$ 20,000.00
Monitoring Program - CPO, Equipment, Maint., etc.	19,014.00	30,000.00	26,763.83	30,000.00	31,000.00
Ultralite Study	-	285,500.00	137,229.28	165,500.00	-
Monitoring Program-SS	21,944.00	4,000.00	3,847.91	4,115.00	2,000.00
Monitoring Program-General	1,112.00	6,000.00	978.53	3,900.00	10,000.00
Sub-Total Non-Administrative - Operating	\$ 78,320.00	\$ 398,250.00	\$ 263,719.55	\$ 216,221.00	\$ 63,000.00
GRAND TOTAL EXPENDITURES	\$ 1,670,515.00	\$ 2,172,034.00	\$ 1,777,281.60	\$ 1,998,883.00	\$ 1,905,677.00

Expenditures

Reserve Funds

OLYMPIC REGION CLEAN AIR AGENCY
FUND BALANCE
 For The Period Ending June 30, 2015

DRAFT

	FY 2014 General Fund	FY 2015 Additions/ Adjustments	FY 2015 General Fund
	July 1, 2013		July 1, 2014
BEGINNING Fund Balance.....	\$ 1,569,488		\$ 1,550,139
Plus: Revenue Fiscal Year	\$ 1,924,746		\$ 1,776,589
Less: Expenditures Fiscal Year	\$ (1,944,095)		\$ (1,998,883)
Projected ENDING Fund Balance 06/30/20xx *	\$ 1,550,139	n/a	\$ 1,327,845
General Fund Balance applied to FY Budget	\$ 19,349		\$ 187,728
Fund Balance ALLOCATIONS			
<u>Operating Reserve Funds</u>			
Less: Expense Reserve (25% FY Budget, excludes Title V)	\$ (398,948)		\$ (416,030)
Less: Title V	\$ (67,387)	\$ (34,566)	\$ (32,821)
Less: ORCAA Tenants Security Deposits	\$ (2,339)		\$ (2,339)
<u>Capital Reserve Funds</u>			
Less for Office Building	\$ (20,000)	\$ 5,000	\$ (25,000)
Less for Monitoring Equipment	\$ (45,000)	\$ 5,000	\$ (50,000)
Less for Database	\$ (35,000)	\$ 5,000	\$ (40,000)
Less for Vehicle	\$ -	\$ 20,000	\$ (20,000)
Less for Vacation/Sick Leave	\$ -	\$ -	\$ -
Ending UNRESERVED Fund Balance Year End	\$ 981,465	\$ 35,000	\$ 741,655

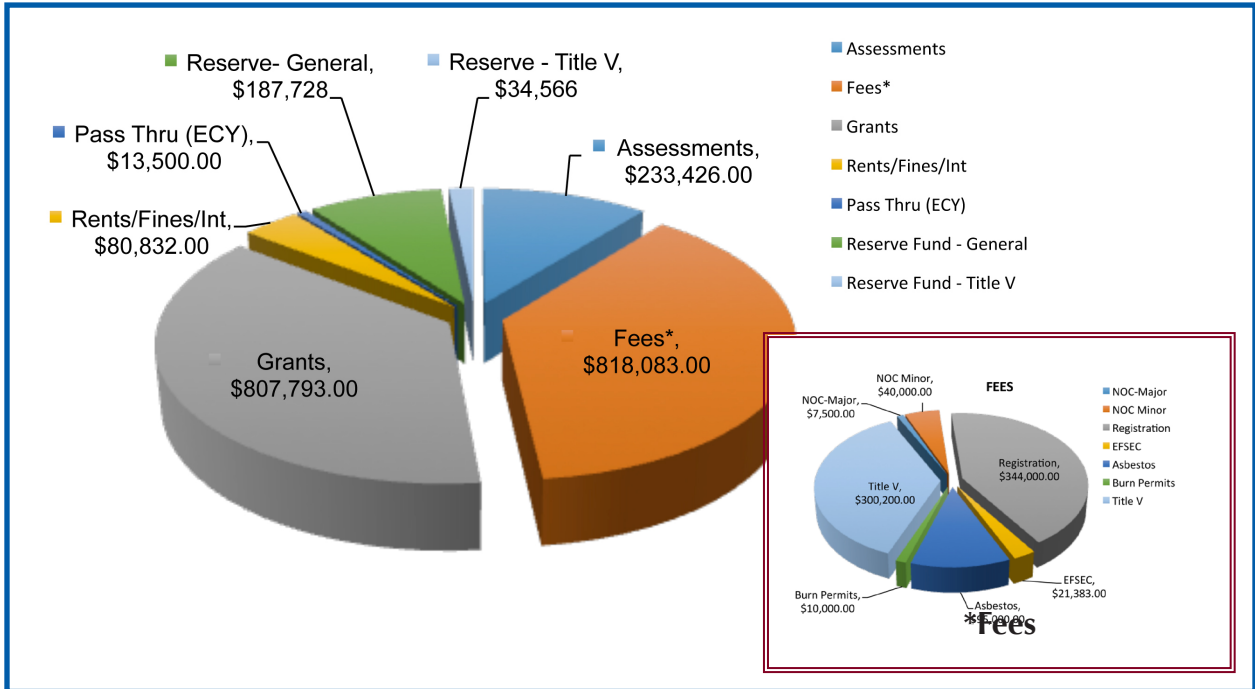
"Operating Reserve Fund" defined: An amount established by board direction and placed in reserve

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

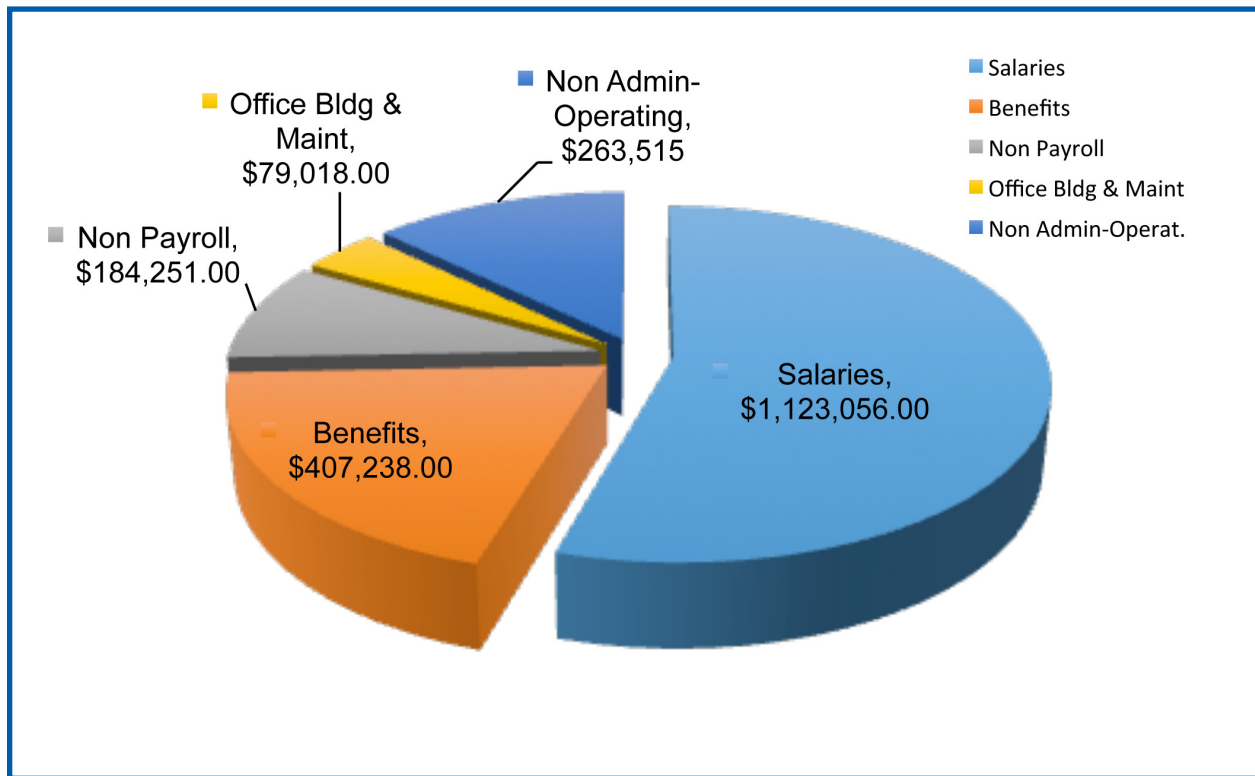
"General Fund Balance" defined: Funds that are held in our bank account with Thurston County Treasurer's Office. ORCAA has one fund with Thurston County Treasurer's Office and is referred to as the "General Fund."

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

Revenue



Expenditures





Olympic Region Clean Air Agency

ORCAA

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