



Olympic Region Clean Air Agency

ORCAA



FISCAL YEAR 2016

BUDGET & ANNUAL REPORT

July 1, 2015 - June 30, 2016

Francea L. McNair
Executive Director

Olympic Region Clean Air Agency Board of Directors

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Annual Report, 2015

Executive Director

The Olympic Region Clean Air Agency is a dynamic organization, continually working with our region's communities and businesses to protect our environment and improve air quality. Outreach, education, intergovernmental communication, coordination and strong working relationships with the community and the regulated businesses and are the back bone of our organization's success. ORCAA's organizational culture, focuses on changing behaviors through education and outreach rather than issue violations to reach the same end; to promote and improve good air quality, protecting public health. ORCAA's highly trained and professional staff are the critical link to our success. I am proud to represent and lead this great organization.

As citizens and members of the community, we have a responsibility to promote and support good air quality through our own actions. It is vitally important that business and those that permit business development work with ORCAA early and often to ensure successful and fully informed results promoting good air quality and energy efficiency. ORCAA's proactive work with the community and regulated businesses (sources) provides leadership, develops

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.*

partnerships and guides the way to improved air quality and a healthier environment.

Home shows, outdoor markets, fairs and special events in the communities create wonderful outreach opportunities to target our message for the specific audience needs. Focusing on industry specific information, utilizing newsletters and onsite visits has proven to be an effective means of

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).*

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. For example, our various methods of outreach are effective based on the increased number of asbestos and demolition permits we received this year.

The legalization of Marijuana added another new dimension to our work. A great deal of time was spent developing best management practices for potential growers and producers as well as in depth discussions with local jurisdictions, who make the siting decision, based upon land use and zoning regulations. There are chapters yet to be written as we work with this new industry,

evaluating their potential source of emissions and the resulting odors that need to be captured.

We are finishing the second year of the Saturation Study which is in Jefferson County this year. The third year will be in Thurston County beginning in July. The Saturation Study in Clallam County provided the needed data to determine the best location for nephelometer. It was moved from Stevens Middle School to the downtown Port Angeles fire station, because the fire station is more representative of overall air quality for Clallam County. The Jefferson County nephelometer resides at Blue Herron Middle School. 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 to protect public health. The Ultrafine Study will run through the summer of 2015, if we receive the \$100,000 that wasn't spent in the first two years of the study. If the Legislature provides the funding, the study will be finalized by the spring of 2016. The intent of the study is to better understand ultrafine particles and their impact on air quality. This research will have national significance.

Hand held sensors are becoming more common in the community, thus providing



citizens immediate information about aspects of air quality. Some of these instruments are more reliable than others. As grant opportunities arise, we are working to develop a community based air quality monitoring project as a means of educating and involving communities.

Wood stove emissions are a major contributing factor, statewide, to air quality problems. Through our Woodstove Bounty Grant program, we removed older wood burning appliances and replaced them with cleaner non-wood heat sources. The program has been extremely successful

and hope to double the funding available for next funding cycle. ORCAA is the only agency 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. We are also offering a Bounty Program, offering \$350, encouraging people to destroy their uncertified woodstoves.

As the economy slowly recovers, we are seeing changes in our very large Air Operating Permit sources and in our smaller sources. We have seen some consolidations of our larger sources, taking them from the minor source category to large Air Operating Permit level. As large sources are sold to other companies already in our system, new state of the art facilities are being planned. Nippon, one of our largest sources finally has a fully operating cogeneration boiler which has now had its first stack test. ORCAA engineering staff worked diligently to permit an energy efficient green coffee roaster. Sunrise Coffee is very excited about their new roaster and appreciates ORCAA's work.

It had been 7 years since our permit fees were evaluated and adjusted. Staff calculated the cost of a permits based upon staff hours and the difficulty of the permit. We reduced our hourly fee from \$80 per hour to \$72 per hour. The hours needed to complete the permit process is based upon actual hours. The board felt that polluters should pay and that the public should not subsidize business. The public dollars should be spent working with the community.

The ability to create a work environment that is stimulating, rewarding and supports innovative thinking and high performance is an ongoing challenge. We work as a team providing the expertise needed for staff growth and development. We are in year 2

of our salary adjustments based upon the survey completed in 2014 and approved by the board for the 2015 fiscal budget. It is important to pay comparable salaries and to provide a great work environment. We will be hiring a new Air Quality Specialist to begin in July to fill a vacancy.

This fall EPA will designate a new ozone standard. We hope that Washington will remain in attainment. We work diligently to improve air quality to maintain our excellent air quality status. ORCAA will work with new and existing sources and jurisdictions to reduce emissions to protect our air quality.

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

ORCAA earned recognition for the second year in a row after achieving high standards of quality in employee health promotion. As a member of the AWC Employee Benefit Trust, ORCAA earned the award and receives a 2 percent discount on Trust medical plan premiums. The WellCity Standards are based on current research and best practice models. These standards serve as guidelines for designing a workplace wellness program that has a positive impact on employee health and productivity.

ORCAA continues to look for ways to keep costs down and provide the same level of responsible service to those we serve.

During FY 2015, the Administrative Section improved efficiencies in a number of fields.

Staff updated the ORCAA database processes to add more automation to the permitting process as well as streamlining the New Source Review program. The section's staff helped improve employee performance



by reviewing and updating the agency's Personnel and Procedures Manual. This ensured the manual addressed all state guidelines and mandates.

Requests for public records continue to consume a significant portion of administration staff time, and the section staff received additional training—including training other staff members—to better address this work load.

The Washington State Labor & Industries inspected ORCAA in FY 2015 and conducted both field and internal audits. The programs reviewed included the accident and prevention program and specific chemical exposure standards. ORCAA has since updated and revised the Accident & Prevention Policy (APP).

The State Auditor's Office (SAO) conducted a scheduled audit of ORCAA in the second quarter of FY2015. The audit covered fiscal years 2012, 2013, and 2014. The SAO concluded that ORCAA was in compliance with applicable standards and practices, policies and procedures, laws and regulations for the years audited.

During the coming year, the Administrative staff will address several ongoing issues, including:

- Remaining current with Public Records Act training
- Addressing employer responsibilities related

to the Affordable Care Act

- Completing the AWC WellCity application for continued reduction of medical premiums
- Utilizing online resources to reduce training costs

The Information Technologies (IT) component

of the Administrative Section refined and improved the major upgrades that occurred previously with ORCAA's IT infrastructure.

Compliance Section

The Compliance Section continues to serve the businesses and individuals in ORCAA's 8,000-square-mile jurisdiction. Despite staff turnover (two Air Quality Specialists moved on to other career challenges outside the agency), ORCAA's compliance section responded to more than 659 complaints, reviewed 321 industrial reports, completed 547 business inspections and issued hundreds of permits, including 131 land clearing burn permits, 397 asbestos permits, and 283 demolition permits during FY 2015.

The Compliance Section undertook one its largest tasks to date—updating of our Accident Prevention Plan. A major addition is improved site-specific hazard assessments for the 700 business we regulate.

The Compliance Section continues to digitize its records by scanning and saving all permits electronically. This eases record retention issues and fulfilling public records requests. The section staff responded to a growing number of odor complaints related to marijuana grow operations. The staff also

continues to provide guidance and assistance with existing and new regulations.

The section staff worked with the Administrative Section on records retention and public access to documents. 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 2016, the compliance staff will continue working with the outreach and 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

The Engineering Section issued 50 New Source Review (NSR) air permits during FY 2015—about the same rate as the previous fiscal year. NSR permits allow the construction, modification or expansion of businesses that emit air pollution, and are a good indicator of economic growth. NSR air permits are required for a wide variety of businesses including auto body shops, coffee roasters, compost facilities, asphalt plants, gas stations and power plants, to name a few.

ORCAA worked with three separate companies seeking approval of large petroleum terminals designed to facilitate rail to ship transfer of different petroleum commodities.

Out of the three proposals, two of the companies have submitted NSR air permit applications. These applications are not yet approved and, due to air and other complex and controversial environmental issues, will likely require significant work by

ORCAA during FY 2016.

ORCAA also handled permitting and compliance cases involving recreational marijuana grow operations. ORCAA's program for regulating marijuana grow operations was developed by Engineering in FY 2015 in a collaborative process with ORCAA's Compliance Section. Because air impacts associated with marijuana grow operations, such as odors, are best mitigated through careful siting of these operations, and because the NSR air permitting process does not require a siting evaluation, the value of NSR air permitting

is diminished. Therefore, ORCAA does not require NSR air permits for marijuana facilities (producers or processors), unless a facility utilizes equipment such as a boiler, heater, emergency generator, or solvent extraction that would otherwise trigger a NSR air permit. However, ORCAA does respond to marijuana-related complaints and will enforce the general standards, which prohibit unreasonable odors. Also, Engineering developed a set of Best Management practices (BMPs) for the industry and has made this available to all proposed new operations as well as existing operations when their emissions result in an odor complaint.

Major sources that require Air Operating Permits (AOPs) are those that emit more than 100 tons per year of any air pollutant or more than 10 tons per year of any air pollutant regulated under the Federal Clean Air Act. ORCAA has 12 Major Sources in its jurisdiction. Out of these, ORCAA worked on AOP renewals for four during FY 2015. ORCAA has issued a renewal for one of the facilities, Nippon Paper Industries USA, and expects to issue two additional AOP renewals by the end of the fiscal year.

Engineering started work on a major rule revision in FY 2015 with the objective of aligning ORCAA's rules with current state and federal air rules and regulations.

The section also helped revise ORCAA's NSR air permit fees. This project was initiated by ORCAA's executive director with the objective of achieving a self-sustaining NSR program funded solely through NSR fees.

Engineering was lead on several critical source testing events including testing of Nippon Paper Industry's new biomass boiler and pollution control equipment at Vertellus Performance Chemicals.

During FY 2015, engineering staff took part in 16 minor source inspections and have conducted 18 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 all stationary sources with potential emissions of 10 tons or more per year of any combination of regulated air pollutants. ORCAA also submitted inventory data from all AOP sources to EPA's Emission Inventory System (EIS) as required by the Air Emission Reporting Requirements (AERR).

Monitoring Section

The Olympic Regional Clean Air Agency measures ambient air quality at six monitoring 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.

Nephelometers measures light scatter, a proxy for $PM_{2.5}$, at the six county sites and provide hourly data to ORCAA staff and the public in near real time. $PM_{2.5}$ is the total mass of atmospheric particles with diameters less than 2.5 microns per cubic meter of air and is the national and state 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} 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.

At CPO we monitor CO, SO₂, and NO/NO_y, ozone, and several meteorological parameters year round. An EPA grant of \$86,000/year + in-kind funds of \$35,000K support site maintenance and staff time needed to run CPO. As a pristine background site, CPO data provide baseline levels of regional pollutant concentrations, including what is transported from Asia and the Arctic. In FY 2015, ORCAA purchased a newer model CO monitor. The new instrument allows for some maintenance activities to be performed remotely and will

prevent data loss. ORCAA assists the Makah Tribe air quality program with equipment quality control and maintenance in return for their assistance with activities 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 site in a region. The saturation studies last one year in each county before rotating to a new county. Instruments will be sent back to the factory for calibration and maintenance between each study. In FY 2015, a saturation study was conducted in Jefferson County. Data is publicly available on ORCAA's website.

ORCAA managed a two year study of ultra-fine particles in Clallam County. Professors Dan Jaffe and Joel Thornton from the



University of Washington’s Department of Atmospheric Sciences are the principal investigators on this project. The original study was planned for 2 years, but delays in Nippon’s boiler start-up require additional months of measurements. If funding is approved the ultrafine study will continue through FY 2016.

Moving forward in FY 2016, the Monitoring Section will continue to operate the monitoring stations, conduct a saturation study in Thurston County, and seek new sources of funding to support on-going monitoring activities.

Education & Outreach Section

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 2015. Using direct mail campaigns, we targeted several localized problem areas with outdoor burning education.

We also used the data generated by our online permit system for the Thurston County Residential Outdoor Burn Permit to communicate with current burners. We were able to quickly share seasonal burn ban information as needed.

Following both state law and direction from

the ORCAA Board, the Outreach Section staff worked with the Compliance Section to research and devise means of both reducing outdoor burning in Thurston County and introducing a program that would support the Board's direction that polluters pay for the programs that regulate them.

Staff worked with representatives of the local fire chiefs, fire commissioners, Thurston County, and DNR to introduce the idea of a permit fee in FY 2016. Staff also conducted an online survey of current permit holders to gauge their thoughts, concerns and comments on the proposal. A

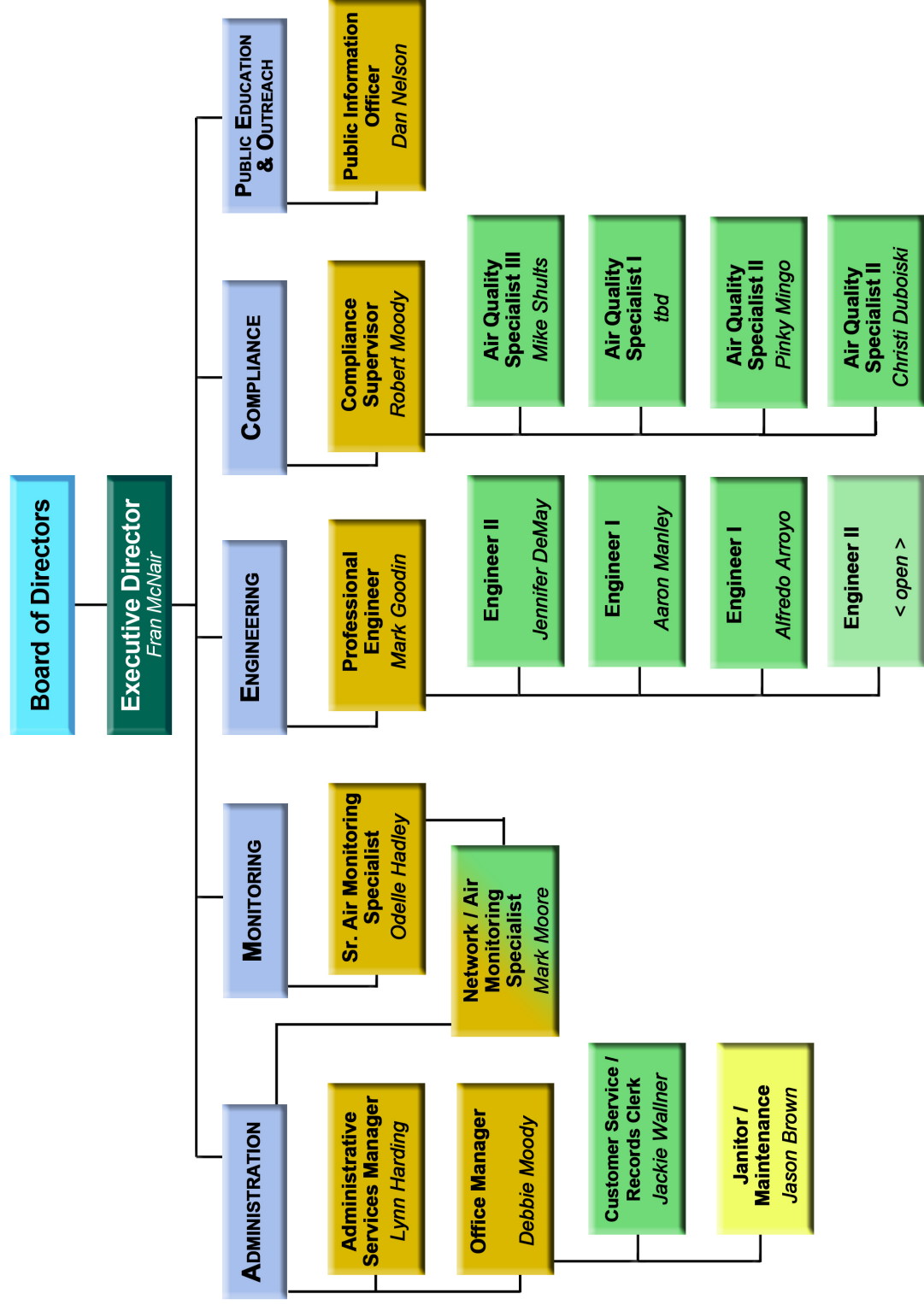
public meeting was held toward the end of FY 2015 to garner further public comment and consideration.

During FY 2015, 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 as well as the Olympia Home Show and the Grays Harbor County Home & Garden Show which were hosted by the Olympia Master Builders—an association of construction businesses serving five counties. Wood smoke continues to be a primary source of air pollution in our region, ORCAA’s Education & Outreach Section also seek a renewal and substantial increase in the Wood Smoke Reduction 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.



Olympic Region Clean Air Agency Organizational Chart 2015



FY 2016 Budget Highlights

This budget is for ORCAA's FY 2016, which runs from July 1, 2015 through June 30, 2016. 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 13, 2015 and continued to June 10, 2015 to adopt the FY 2016 Budget.

Highlights

- No increase in staff
- Total Expenditures of \$2.1 million
- Continued funding of Capital Reserve Funds for office building, agency database, vehicle replacement and monitoring
- Awarded the 2% Well city award

REVENUE

The balanced FY 2016 Budget includes state and federal grants, program fees, and limited use of agency reserve funds.

Consistent with Board direction, ORCAA will continue setting aside funds to save for long-term capital expenditures (office building, agency database, vehicle replacement, and monitoring activities).

EXPENDITURES

Overall, this year's budget represents a slight increase over 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. The employer's portion includes a projected increase of 2% in FY2016. Additionally, we've included an increase of 5% to cover escalating health insurance costs.

The non-payroll expenditures will remain similar to the previous year. We anticipate a slight decrease in office building and non-administrative expenditures. This is mainly due to a decrease in monitoring equipment repair and maintenance costs. We anticipate a renewal of the Wood Smoke Reduction Grant in this Fiscal Year.



**OLYMPIC REGION CLEAN AIR AGENCY
REVENUE & SURPLUS**
For The Fiscal Year Ending June 30, 2016

DRAFT
w/COLA

	Col. 1 Actual FY 2014	Col. 2 Approved FY 2015	Col. 3 YTD 4/30/15	Col. 4 Proposed FY 2016	Col. 5 Projected FY 2017
GRANTS					
Core-Federal	\$ 195,840.18	\$ 179,473.00	\$ 104,693.00	\$ 207,473.00	\$ 207,473.00
Core-State	129,958.50	121,205.00	70,703.00	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
CFO Project w/EPA-Maintenance & Operations	89,913.85	86,077.00	85,276.45	86,077.00	86,077.00
Ultrafine Particle Study	158,693.29	197,500.00	108,498.95	100,000.00	-
Woodstove Reduction & Bounty Program w/Ecology	116,226.90	39,706.00	35,736.68	100,000.00	100,000.00
Woodstove Grant	11,332.00	11,332.00	11,332.00	11,332.00	11,332.00
FEES					
Assessments	\$ 231,549.00	\$ 233,426.00	\$ 233,432.00	\$ 235,665.00	\$ 236,000.00
AOP (Title V)	321,547.99	324,714.00	320,316.43	345,357.00	340,000.00
EFSEC	18,068.57	21,838.00	14,436.64	27,891.00	27,891.00
Ecology Oversight	24,180.76	20,000.00	17,020.44	20,000.00	20,000.00
Annual Registration	340,285.00	344,000.00	347,175.00	347,000.00	347,000.00
NOC - Major	8,440.00	7,500.00	1,680.00	5,000.00	5,000.00
NOC - Minor	57,631.50	40,000.00	52,599.98	102,500.00	125,000.00
Outdoor Burning	-	-	-	50,000.00	50,000.00
Asbestos	115,245.00	95,000.00	101,685.00	105,000.00	105,000.00
Land Clearing	13,812.50	10,000.00	13,550.00	10,000.00	10,000.00
NOI	-	-	100.00	-	-
OTHER					
Fines	\$ 49,921.00	\$ 45,000.00	\$ 51,897.98	\$ 50,000.00	\$ 50,000.00
Investment Interest	10,661.05	10,000.00	8,101.48	8,500.00	8,500.00
Makah Tribe-Services Contract	-	5,000.00	4,950.00	-	-
Miscellaneous Income	8,615.53	500.00	5,788.17	5,000.00	1,500.00
Building Income	25,646.20	20,332.00	23,295.00	40,340.00	43,000.00
RESERVE FUNDS					
Reserve Funds -General Fund - Administration	\$ 1,602.00	\$ 256,460.00	\$ -	\$ 170,850.00	\$ 152,639.00
Reserve Funds -Title V	\$ 3,060.00	\$ 31,812.00	\$ -	\$ -	\$ 10,000.00
Reserve Funds - Monitoring Reserve	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL REVENUE & SURPLUS	\$ 1,945,730.82	\$ 2,114,375.00	\$ 1,625,768.20	\$ 2,162,690.00	\$ 2,071,117.00

Revenue

**OLYMPIC REGION CLEAN AIR AGENCY
EXPENDITURES**

For The Fiscal Year Ending June 30, 2016

	Col. 1 Actual FY 2014	Col. 2 Approved FY 2015	Col. 3 YTD 4/30/15	Col. 4 Proposed FY 2016	Col. 5 Projected FY 2017
PAYROLL					
Salaries	\$ 1,029,781.87	\$ 1,198,310.00	\$ 976,747.73	\$ 1,257,366.00	\$ 1,252,213.00
Employee Benefits	\$ 342,202.49	\$ 411,575.00	\$ 313,143.60	\$ 454,884.00	\$ 460,000.00
TOTAL P/R EXPENSES	\$ 1,371,984.36	\$ 1,609,885.00	\$ 1,289,891.33	\$ 1,712,250.00	\$ 1,712,213.00
NON-PAYROLL					
Office Supplies & Sm Supply Purchases	\$ 4,923.45	\$ 6,000.00	\$ 3,975.25	\$ 6,700.00	\$ 6,500.00
Gasoline Vehicles	7,431.74	8,000.00	5,639.87	8,000.00	8,000.00
Computer Hard/Soft/Supplies	17,693.25	9,609.00	9,453.10	20,000.00	8,700.00
Bd. Prof. Ser. & Travel Reimb.	4,972.68	5,500.00	2,339.10	5,000.00	5,000.00
Staff Training & Conferences & Travel	11,117.10	13,907.00	12,574.56	11,695.00	12,000.00
Professional Srs.	35,833.81	42,000.00	24,575.37	40,000.00	36,900.00
Telephone	23,863.35	12,000.00	10,665.26	13,100.00	12,000.00
Advertising	452.38	500.00	-	500.00	400.00
Postage	3,903.49	5,500.00	3,467.27	5,000.00	5,200.00
Insurance (Bldg. Veh. Staff)	23,499.00	24,000.00	22,819.00	24,000.00	24,000.00
Wellness Program	240.74	450.00	435.24	450.00	250.00
Public Education	7,940.71	8,000.00	3,591.45	7,500.00	7,500.00
Miscellaneous	793.29	750.00	805.04	750.00	750.00
Dues & Subscriptions	3,429.96	1,635.00	2,647.48	1,600.00	1,600.00
Audit/Acctg	7,744.06	15,000.00	18,524.36	6,530.00	17,000.00
Printing	734.99	2,000.00	1,378.95	2,000.00	1,500.00
Rent-Satellite Office	4,194.00	2,400.00	1,800.00	2,400.00	2,400.00
IT - Computer Maint. Contracted	-	500.00	100.00	-	-
Maintenance - Copier	2,140.69	2,500.00	1,719.05	2,500.00	2,500.00
Vehicle Purchase	-	-	-	-	-
Maintenance - Vehicles	2,815.06	4,000.00	2,146.71	3,200.00	4,000.00
Sub-Total Administrative Expenses	\$ 163,723.75	\$ 164,251.00	\$ 128,657.06	\$ 160,925.00	\$ 156,200.00
OFFICE BLDG. OPERATING					
Interest Expense & Principal - Office Bldg.	\$ 44,011.87	\$ 44,218.00	\$ 39,621.02	\$ 44,420.00	\$ 44,604.00
Utilities/Alarm Monitoring	17,069.64	16,000.00	12,204.46	15,000.00	16,000.00
Janitorial Supplies	1,138.09	800.00	243.30	500.00	500.00
Maintenance Office Bldg.	12,690.47	6,000.00	4,022.08	6,000.00	6,000.00
Leasehold Improvements	20,747.95	12,000.00	-	-	-
Sub-Total Office Building Operating	\$ 95,658.02	\$ 79,018.00	\$ 56,090.86	\$ 65,920.00	\$ 67,104.00
NON-ADMINISTRATIVE-OPERATING					
Woodstove Reduction Program/Bounty	\$ 106,529.68	\$ 37,706.00	\$ 26,350.00	\$ 75,000.00	\$ 75,000.00
DOE Oversight Fees	25,182.81	20,000.00	8,510.21	20,000.00	20,000.00
Monitoring Program - CPO	28,868.73	30,000.00	32,144.03	31,000.00	31,000.00
Ultratone Study	147,075.88	165,500.00	104,487.92	88,000.00	-
Monitoring Program-SS	5,699.79	4,115.00	161.75	500.00	500.00
Monitoring Program-General	1,008.21	3,900.00	225.44	9,095.00	9,100.00
Sub-Total Non-Administrative - Operating	\$ 314,365.10	\$ 261,221.00	\$ 171,879.35	\$ 223,595.00	\$ 135,600.00
GRAND TOTAL EXPENDITURES	\$ 1,945,731.23	\$ 2,114,375.00	\$ 1,646,518.60	\$ 2,162,690.00	\$ 2,071,117.00

Reserve Funds

OLYMPIC REGION CLEAN AIR AGENCY
FUND BALANCE
 For The Period Ending June 30, 2016

DRAFT w/COLA

	FY 2015 General Fund	FY 2016 Additions/ Adjustments	FY 2016 General Fund
	July 1, 2014		July 1, 2015
BEGINNING Fund Balance.....	\$ 1,564,825		\$ 1,437,540
Plus : Revenue Fiscal Year	\$ 1,851,783		\$ 1,991,840
Less : Expenditures Fiscal Year	\$ (1,979,068)		\$ (2,162,690)
Projected ENDING Fund Balance 06/30/20xx *	\$ 1,437,540	n/a	\$ 1,266,690
General Fund Balance applied to FY Budget	\$ 78,883		\$ 170,850
Fund Balance ALLOCATIONS			
Operating Reserve Funds			
Less : Expense Reserve (25% FY Budget)	\$ 528,594		\$ 540,673
Less : Title V	\$ 17,196	- \$ - =	\$ 17,196
Less : ORCAA Tenants Security Deposits	\$ 3,683	= \$	\$ 3,683
Capital Reserve Funds			
Less for Office Building	\$ 25,000	+ \$ 5,000 =	\$ 30,000
Less for Monitoring Equipment	\$ 50,000	+ \$ 2,000 =	\$ 52,000
Less for Database/Equipment	\$ 40,000	+ \$ 5,000 =	\$ 45,000
Less for Vehicle	\$ 20,000	+ \$ 2,000 =	\$ 22,000
Less for Vacation/Sick Leave	\$ 114,321	TBD =	\$ 114,321
Ending UNRESERVED Fund Balance Year End	\$ 638,746		\$ 441,817
	Year End 6/30/15	--	6/30/16

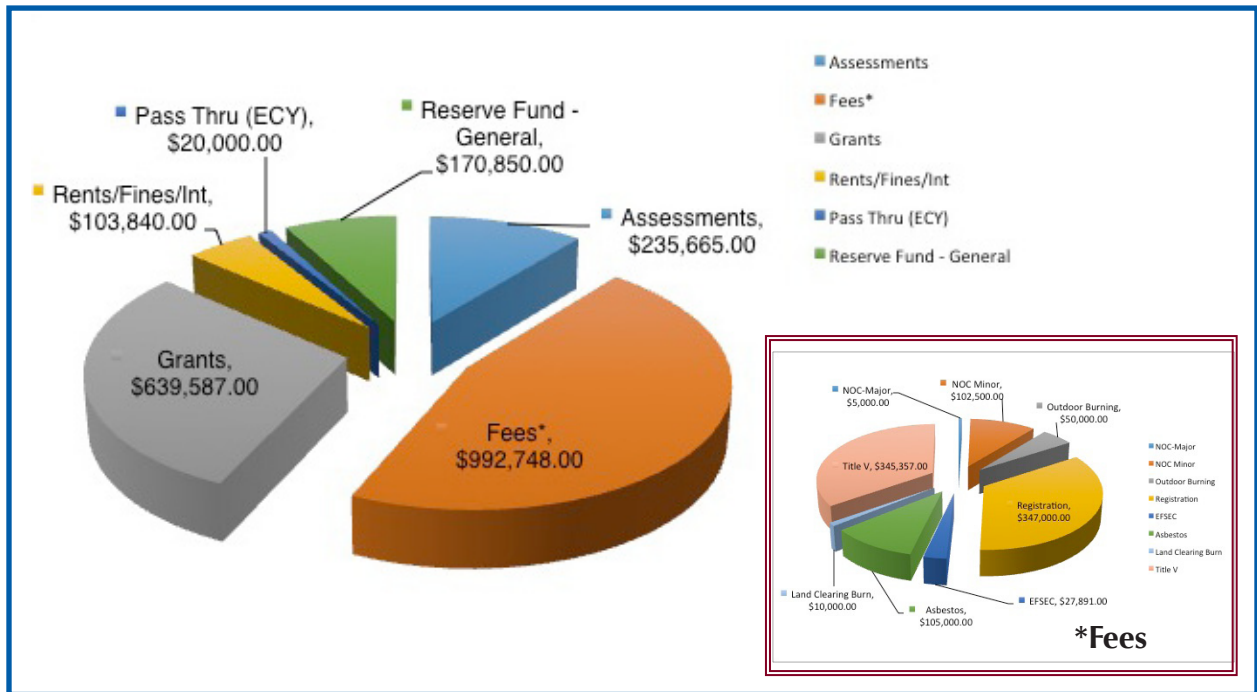
"Operating Reserve Fund" defined: An amount established by board direction and placed in reserve

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

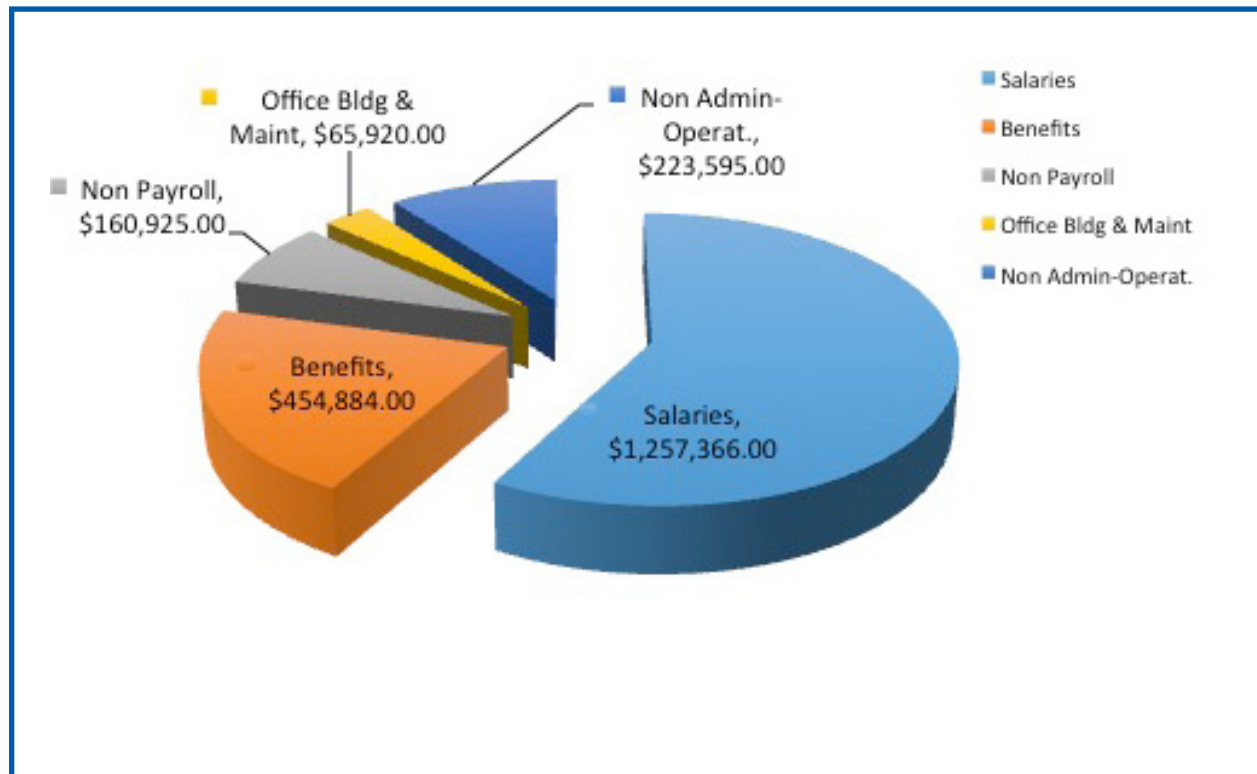
"General Fund Balance" defined: Funds that are held in our bank account with Thurston County Treasurer's Office. ORCAA has one fund with Thurston County Treasurer's Office and is referred to as the "General Fund."

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

Revenue



Expenditures





Olympic Region Clean Air Agency

ORCAA

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Olympia, WA 98502

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