

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

Finance Committee Meeting – Hybrid via Zoom
February 8, 2023

A video recording of this meeting is available on the ORCAA YouTube channel at:
<https://www.youtube.com/@ORCAADan/videos>

Members Present: Greg Brotherton, Jefferson County (Chair) (via Zoom)
Jim Cooper, City of Olympia
Randy Neatherlin, Mason County (via Zoom)

Members Absent:

Legal Counsel:

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

The meeting was called to order at 9:03 am.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Brotherton asked for approval of the Minutes of November 9, 2022. Cooper moved for approval, the motion was seconded and carried unanimously.

FINANCE REPORT

FY2023 Second Quarter Report

Harding noted we have received 44% in revenue and expended 45%. Harding went over several line items under revenue, noting some items come in quarterly and other items, such as NOCs, are hard to predict and we will watch those programs throughout the year. Harding requested Johnston explain the penalties. Johnston explained we had many sources that failed to pay registration fees this year which resulted in many Notices of Violations (NOVs). Johnston noted we do have several large, outstanding penalties assessed against a few of our large AOP sources as well. There was a brief discussion related to the current AOP budget. Johnston noted we are working on staying within our budget however we may go over again this year. Harding stated it isn't unusual to end this program in a deficit.

Harding went over several line items under expenditures. Harding went over several line items, noting payroll is our largest expenditure and we are currently at 47% of the budget. We continue to purchase laptops, replacing desktops, for staff and expect to hit our hardware/software budget goal by year end. Harding noted the State Audit did occur this year and we will be sending the final payment soon. Harding also explained staff is currently working on the purchase of a vehicle for this year. Neatherlin suggested looking into leasing vehicles.

Harding continued with the Fund Balance sheet. Harding noted we started the fiscal year with a little over \$2 million. The current balance continues to be just over \$2 million. Cooper stated he would like to discuss the database in the next budget cycle. Johnston agreed it is time to start that project. Brotherton noted data scrubbing is important to clean up the data. Johnston explained we have a staff committee working on this process.

NEW BUSINESS

OlyMAP Funding – Budget Amendment

Johnston explained we are currently working with the City of Olympia to arrange billing processes for the camp cleanup costs ORCAA agreed to contribute to OlyMAP's project (up to \$6,000). An MOU between ORCAA and OlyMAP is in the works. Harding explained we do not see a need to do a budget amendment due to the timing of the project; the project is to start in March, and we get billings from Olympia every other month. It appears we will have some savings in our current budget and can cover the funding.

New Projects – Adding a budget line to fund future projects up to \$10K

Cooper noted we may want to have a project line item, around \$30-\$50K. Johnston noted this was a request of Neatherlin last month. Harding explained we don't want to have a line item without a true purpose or reason. We would prefer to do a budget amendment, rather than have a line item that may or may not get expended. Brotherton agreed with staff, noting OlyMAP is a good example of an additional project that went smoothly, and we may not need the additional line items. There was some additional discussion and the committee asked staff to discuss it and bring back a decision to the committee.

There was nothing further for the committee.

The meeting adjourned at 9:54 am.

CERTIFICATION

I hereby certify this is a true and correct copy of the minutes of the meeting of the ORCAA Finance Committee held hybrid, via Zoom, on February 8, 2023, in Olympia, Washington.

ATTEST:



Jeff C. Johnston, Executive Director
Olympic Region Clean Air Agency

Greg Brotherton, Chair
ORCAA Finance Committee

DATED: 3/30/2023