

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

**Finance Committee Meeting – Hybrid via Zoom**  
November 13, 2024

A video recording of this meeting is available at:  
<https://www.youtube.com/ORCAA>  
Files discussed at this meeting are available at:  
<http://board.orcaa.org/>

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

Members Absent: Jill Warne, Grays Harbor County

Legal Counsel:

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

The meeting was called to order at 8:30 am.

**APPROVAL OF AGENDA (:19)**

Brotherton noted there were not additions or omissions on the agenda. Neatherlin moved approval of the agenda. The motion was seconded and carried unanimously.

**APPROVAL OF MINUTES (:36)**

Brotherton asked for approval of the minutes. Cooper moved approval. The motion was seconded and carried unanimously.

**NEW BUSINESS**

FY2025 Budget – First Quarter Update (1:01)

Prior to Harding's update, Johnston noted Laura Crawford, ORCAA's Financial Specialist, is in attendance. Brotherton asked for introductions for all in attendance.

Harding gave a brief update on the first quarter of the year, noting we have received 36% of our revenues. Harding went over several revenue line items. Harding noted we have spent 23% of our expenditures and she went over several expenditure line items.

Harding went over the fund balance noting we started the year with nearly \$4.6 million and we are currently at \$4.8 million. Harding briefly went over the contingency funds.

Johnston noted staff is planning on bringing a budget amendment to the Board after the first of the year. Harding explained this is based on funds we will be receiving from EPA, via Ecology. The funds will be used to replace the shelter at our Lacey monitoring site.

3-Year Budget Forecast (16:04)

Johnston gave a brief explanation of the forecast. Harding noted the forecast includes 3 years of past information and a 3-year forecast. Harding went through the forecasted revenues noting 3% CPI was applied to a majority of fees for the forecasted years (2026, 2027, and 2028).

Cooper requested that during the budget process he'd like to have a discussion regarding outdoor burning and what other agencies are doing.

Harding went through expenditures, noting a 5% net adjustment to salaries. Salary forecast also includes step increases and employee benefits. Harding went over several line items.

There was discussion around vehicles; there was no action from the committee.

Harding went over the forecasted fund balance, the leasehold improvements and building maintenance, as well as the previous 10 years of revenue. There was some related discussion with no action from the committee. Brotherton suggested we add tables or line graphs for ease of quick review.

Contingency Fund Discussion (54:08)

Johnston noted we are bringing back the draft resolution regarding what we could do with large, one-time penalties and settlements. In brief, any funds above the budgeted penalties would be deposited into a contingency fund. Johnston proposed several ideas as to how the contingency funds could then be used. There was concern from the committee with the wording of the resolution and discussion followed. Johnston recommended a reworded resolution be brought back to the finance committee for final review, prior to taking it to the full Board. There was continued discussion related to the proposed policy. Cooper requested a 3-year plan with the new contingency added. There was no action taken by the committee.

There was nothing further for the committee.

**ADJOURNMENT (1:19:18)**

The meeting adjourned at 9:50 a.m.

**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 November 13, 2024, in Olympia, Washington.

ATTEST:

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

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Greg Brotherton, Chair  
ORCAA Finance Committee

DATED: 1/8/2025