

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

Finance Committee Meeting – Hybrid via Zoom
September 11, 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: Greg Brotherton, Jefferson County (Chair) (via Zoom)
Randy Neatherlin, Mason County (via Zoom)
Jill Warne, Grays Harbor County (via Zoom)

Members Absent: Jim Cooper, City of Olympia

Legal Counsel:

Staff Present: Jeff Johnston, Executive Director; Lynn Harding, Financial Services Manager;
Tiffany Flores, Records Specialist, Debbie Moody, Office Manager/Public
Records Manager

The meeting was called to order at 8:33 am.

APPROVAL OF AGENDA (:13)

Brotherton noted there were not additions or omissions on the Agenda.

APPROVAL OF MINUTES (1:33)

Brotherton asked for approval of the Minutes. Neatherlin moved approval, motion was seconded and carried unanimously.

NEW BUSINESS

FY2024 Budget – End of Year Report (2:09)

Johnston noted financial fraud has been in the news of late and assured the committee ORCAA staff take financial fraud seriously.

Johnston gave a brief update and highlights regarding fiscal year 2024.

Harding presented the year end budget and gave a brief overview of the revenues.

Warne noted her concerns with the large penalties. There was some discussion regarding penalty funds and how they are used. There was concern from members that the penalties should not be added to the general fund.

Brotherton requested we move on to the Forecast before Neatherlin had to leave.

Brotherton suggested a conversation, in the future, to discuss some of the concerns Warne and Neatherlin noted, as well as the contingency funds overall. It was noted this will be discussed at the November Finance meeting.

3-Year Budget Forecast (13:14)

Harding briefly went over the forecast, noting the numbers are based on historical numbers. Johnston explained some of our fee-based programs are still being supplemented by other funds.

Neatherlin noted he disagrees with the current forecast noting we need to live within our means and not spend more because we have more. Excess, unexpected monies should be set aside. (Neatherlin left at 8:56am). (The committee went back to the previous item.)

FY2024 Budget – End of Year Report-continued (22:31)

Harding continued giving an overview of expenditures and the fund balance. Harding suggested a contingency fund for IT, which we don't currently have. Johnston noted we do have a fund for a new database and are working toward sending an RFP out in October.

Brotherton suggested we have further discussions regarding concerns from Neatherlin and Wame related to fines. Harding suggested, and the committee agreed, to continue this discussion at our November meeting.

Brotherton briefly went over his talking points for the update at the Board meeting.

There nothing further for the committee.

ADJOURNMENT (36:52)

The meeting adjourned at 9:10 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 September 11, 2024, in Olympia, Washington.

ATTEST:



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

Greg Brotherton, Chair
ORCAA Finance Committee

DATED: 11/13/2024