

Olympic Region Clean Air Agency

FY2024 Budget Assumptions

This summary outlines ORCAA's FY2024 budget and accompanies the following budget documents:

- Revenue, Expenditures and Appropriations from Contingency Reserves
- Fund Balance
- List of planned building maintenance and leasehold improvements
- COLA & Dependent Coverage Contribution history
- Proposed New Salary Step Structure
- Draft Fee Schedule
- Resolutions

For reference we've also included ORCAA Resolutions #274 and #275 referring to the process for adjusting fees and per-capita assessments based on the Consumer Price Index (CPI).

FY2024 Overall Highlights:

- ◆ Applying the CPI for the year ending December 2022 of 6.3% to Fee Programs
Staff completed a workload analysis for all fee programs (registration, asbestos, outdoor burning, notice of construction, notice of intent, and Title V) consistent with Resolution #274 approved by the Board providing for adjustments to fee schedules
- ◆ The budget includes 17 FTE's
Staff will bring a recommendation for a new position of Finance Assistant to the Finance Committee by January 2024
- ◆ Ambient Monitoring and Outdoor Burning programs rely on Federal/State CORE support
- ◆ The budget draws on Unreserved Fund Balance to balance the budget
- ◆ Continue to set aside funds for board approved contingency and capital funds
 - ✓ Office Building
 - ✓ Monitoring Equipment
 - ✓ Database/Equipment
 - ✓ Vacation/Sick Leave
- ◆ Assumes 100% occupancy in rental income

Summary of Revenue:

- ◆ Budget Revenues are projected at \$3.1 million, about 12% higher than 2023.
- ◆ Grant revenues represent 23%, Fees and Assessments 63%, Penalties 5%, Rents/Miscellaneous 2%, and Contingency Draw 7%
- ◆ No major increases/decreases of on-going funding in existing Local, State, and Federal Grants; CORE, PM2.5, CPO, Woodstove Education & Enforcement, Woodsmoke Reduction, EFSEC
 - ✓ Grants are multi-year contract terms ranging from 2-5 years
- ◆ Fee programs include the 6.3% CPI

- ◆ Title V fees will have a slight reduction (less than 1%) in FY2024. This is due to a lower ending fund balance where workload was closer to budgeted costs, whereas in prior years, expenses exceeded revenue. The Title V fees fund ORCAA's 11 major sources in our six-county region

Summary of Expenses:

- ◆ Agency expenses are estimated at \$3.1 million, about 12% higher than 2023
- ◆ Payroll expenditures, the largest portion of expenses, represent 77%; non-payroll (supplies, postage, hardware/software) 9%; Building-Maintenance and Operations 4%; Direct Operating 10% (Woodsmoke Reduction vendor payments, Ecology Oversight fees, CPO operations & maintenance)
- ◆ Implementation of a new Salary Step Structure, 5% increase from AWC Employee Benefit Trust, and a stable rate for DRS pension contributions
- ◆ Continue contract with Compensation Connections for HR-Ad-Hoc assistance for ~ \$3,000
- ◆ Hiring a contractor for updating the agency Strategic Plan with a cost of \$8,000
- ◆ Annual contract with website designer for on-going maintenance of 'new' website at \$2,250
- ◆ Hardware/Software purchases of additional laptops for staff, and software for cybersecurity/cloud/storage needs
- ◆ Include costs for reconfiguring the conference room and other office space, estimated at \$12,000
- ◆ Continue contracting with ADP for payroll processing saving the agency \$25,000/year
- ◆ ORCAA will undergo the next bi-annual audit with SAO in December 2024
- ◆ Continuation of the EPA- American Rescue Plan (ARP) grant of \$131,500, the grant comes with no administrative dollars, funds were approved in FY2023 and will roll-over into FY2024. Contracts have been awarded to purchase a monitoring trailer and provide site improvements at Cheeka Peak (CPO) in Neah Bay
- ◆ Invest in maintenance and improvements of office, building, HVAC, siding, exterior painting, flooring replacements
- ◆ Paid-off office building in December 2022
- ◆ Does not include satellite office in Pacific County

Contingency & Capital Funds:

Contingency Funds represent balances set aside for a specific project, Board directed and authorized, and/or emergencies.

The adequacy of reserves are determined by our risks, though we cannot identify all, some risks include: revenue volatility (CORE grant-major funding), economic downturn, rental income loss, increased pension costs by DRS, increased medical costs, staff turnover and costs of retraining, and others.

Our General Fund Contingency set-aside is equivalent to approximately two months of administrative and operations costs. An adequate fund balance is critical, and though we cannot identify all risks, having adequate contingency reserves helps reduce large fee increases.

Undesignated Fund Balance can be used for any lawful purpose and have not been designated for specific operating purposes.

OLYMPIC REGION CLEAN AIR AGENCY REVENUE & EXPENSES For The Fiscal Year Ending ...			DRAFT		
REVENUE	Column 1	Column 2	Column 2a	Column 3	Column 4
	Actual FY 2022	Approved Budget FY 2023	ESTIMATED	Proposed FY 2024	Projected FY 2025
		5.20%		6.30%	4.00%
GRANTS					
Core-Federal	\$ 198,556	\$ 188,399	\$ 210,000	\$ 193,000	\$ 193,000
Core-State	139,985	136,427	150,000	137,000	137,000
PM2.5 - Ecology Monitoring	13,500	13,500	13,500	13,500	13,500
CPO Project w/EPA-Maintenance & Operations	76,748	86,077	95,059	90,462	90,462
ARP Grant with EPA	-	131,500	-	131,500	-
Woodstove Reduction & Bounty Program w/Ecology	58,019	170,000	148,007	140,000	140,000
Woodstove Grant	10,682	10,682	10,682	10,682	10,682
FEES					
Assessments	\$ 464,353	\$ 498,697	\$ 498,697	\$ 533,771	\$ 555,122
Annual Registration	375,302	384,000	391,314	410,911	427,347
Title V	603,614	686,752	686,752	678,222	666,963
NOC - NSR	140,433	163,060	65,500	104,377	108,552
NOI - Major/Minor	2,912	1,022	3,658	3,500	3,640
EFSEC	26,019	38,385	44,250	57,283	59,255
Ecology Oversight	12,948	15,000	13,162	15,500	15,700
Outdoor Burning	-	-	-	-	-
Asbestos	138,637	132,860	134,000	139,000	144,560
Land Clearing	36,659	26,300	44,157	44,500	46,280
OTHER					
Penalties (NOV)	\$ 217,550	\$ 75,000	\$ 203,669	\$ 185,000	\$ 195,000
Investment Interest	13,146	10,000	24,479	20,256	17,000
Miscellaneous Income	1,882	1,000	1,995	2,200	2,300
Building Income	59,794	59,592	48,676	46,362	49,744
Total Revenue before Contingency Draw(s)	\$ 2,590,739	\$ 2,828,253	\$ 2,787,557	\$ 2,957,026	\$ 2,876,107
<u>Appropriation from Contingency Funds</u>					
General Fund Contingency Draw	\$ -	\$ 274,915	\$ 129,664	\$ 216,522	\$ 185,558
TOTAL REVENUE & CONTINGENCY	\$ 2,590,739	\$ 3,103,168	\$ 2,917,221	\$ 3,173,548	\$ 3,061,665
General Fund Contingency Draw	\$ -	\$ 274,915	\$ 129,664	\$ 216,522	\$ 185,558
Title V Contingency Build & General Fund Reimbursement	\$ 35,320	\$ 109,445	\$ 92,492	\$ 46,527	\$ 10,000
Actual Revenue	\$ 2,590,739	\$ 2,828,253	\$ 2,787,557	\$ 2,957,026	\$ 2,876,107
Actual Expenses	\$ 2,412,940	\$ 2,828,253	\$ 2,824,729	\$ 3,127,021	\$ 3,051,665

Breakdown of Title V - AOP Fees:		FY2023	FY2024	FY2025
Fiscal Year Workload	\$	577,733	\$ 631,695	\$ 656,963
Repayment to General Fund	\$	109,019	\$ 16,527	\$ -
Contingency Fund	\$	-	\$ 30,000	\$ 10,000
	\$	686,752	\$ 678,222	\$ 666,963

OLYMPIC REGION CLEAN AIR AGENCY REVENUE & EXPENSES			DRAFT		
EXPENSES	Column 1	Column 2	Column 2a	Column 3	Column 4
	Actual FY 2022	Approved Budget FY 2023	ESTIMATED	Proposed FY 2024	Projected FY 2025
				4.00%	
PAYROLL					
Salaries	\$ 1,612,198	\$ 1,695,305	\$ 1,667,852	\$ 1,838,036	\$ 1,861,897
Employee Benefits	499,282	566,475	537,600	608,529	620,700
Sub-Total P/R Expenses	\$ 2,111,480	\$ 2,261,780	\$ 2,205,452	\$ 2,446,565	\$ 2,482,597
NON-PAYROLL					
Office Supplies/Supplies/Safety	\$ 8,448	\$ 8,300	\$ 10,000	\$ 21,567	\$ 8,500
Gasoline Vehicles	4,391	6,000	5,736	6,200	6,400
Computer Hard/Soft/Supplies:					
-General HW/SW	23,204	30,085	31,000	13,659	16,000
-GovQA	-	6,500	6,559	6,560	6,700
-KnowBe4, Inc.	-	-	-	2,400	-
Board of Directors Travel Reimb.	-	1,200	-	-	-
Staff Training, Conferences, Travel	5,675	17,390	20,331	20,868	22,000
Professional Services:					
-Legal (Attorney)	49,296	50,000	53,236	60,000	65,000
-Process Services	-	4,500	1,900	4,500	4,700
-Salary Survey/Ad-Hoc Support	-	5,000	11,200	-	-
-HR/Ad-Hoc Support	-	-	2,000	3,500	3,500
-Strategic Plan Update	-	8,000	-	8,000	-
Telephone	12,480	15,500	14,684	17,000	17,500
Database	-	-	-	-	-
Postage	4,833	5,000	6,069	6,200	6,500
Insurance (Bldg, Veh, Staff)	35,872	38,000	39,264	40,835	42,468
Wellness Program	437	450	500	500	525
Public Education and Outreach:					
-Education & Outreach (Printing, special mailings, etc)	8,816	11,560	18,892	21,790	22,000
-Website Maintenance	-	25,000	33,750	2,250	2,250
Miscellaneous	301	550	469	550	550
Dues & Subscriptions	3,842	4,300	4,100	5,332	5,400
Audit/Acctg	6,599	16,000	17,100	2,500	19,000
Placeholder					
Rent-Satellite Office	800	-	-	-	-
Maintenance - Copier / Purchase	10,947	2,400	2,321	2,400	2,500
Vehicle Purchase	-	26,000	30,000	31,000	31,000
Maintenance - Vehicles	2,333	3,950	4,964	5,200	5,200
Sub-Total Administrative Expenses	\$ 178,274	\$ 285,685	\$ 314,075	\$ 282,811	\$ 287,693
OFFICE BLDG. OPERATING					
Interest Expense & Principal - Office Bldg.	\$ 330	\$ 44,000	\$ 43,964	\$ -	\$ -
Utilities/Alarm Monitoring	18,038	19,000	19,674	19,000	20,000
Janitorial Supplies	11,643	13,568	12,260	14,111	14,675
Maintenance Office Bldg.	9,220	18,200	39,716	17,050	10,000
Landscaping Services	-	4,000	-	-	-
Leasehold Improvements	-	23,000	21,000	52,000	75,000
Sub-Total Office Building Operating	\$ 39,231	\$ 121,768	\$ 136,614	\$ 102,161	\$ 119,675
NON-ADMINISTRATIVE-OPERATING					
Woodstove Reduction/Recycle Program	\$ 41,550	\$ 138,000	\$ 112,000	\$ 105,000	\$ 105,000
ARP - EPA - Operational	-	131,500	-	131,500	-
Ecology Oversight Fees	12,948	15,000	13,163	15,500	15,700
Monitoring Program - CPO	26,960	34,500	31,000	35,000	35,500
Monitoring Programs	2,192	5,490	6,724	6,484	5,500
OlyMAP Project	-	-	4,000	2,000	-
Security Deposit Refunds	305	-	1,701	-	-
Sub-Total Non-Administrative - Operating	\$ 83,955	\$ 324,490	\$ 168,588	\$ 295,484	\$ 161,700
TOTAL EXPENDITURES	\$ 2,412,940	\$ 2,993,723	\$ 2,824,729	\$ 3,127,021	\$ 3,051,665
Net Surplus (Deficit) w/Title 5	\$ 177,799	\$ (165,470)	\$ (37,172)	\$ (169,995)	\$ (175,558)
Breakdown of Net Surplus (Deficit):					
FY 2022		FY 2023		FY 2024	FY 2025
Net Surplus (Deficit) to General Fund FY2022	\$ 142,479				
Net Surplus (Deficit) to General Fund FY2023		\$ (274,915)	\$ (129,664)		
Net Surplus (Deficit) to General Fund FY2024				\$ (216,522)	
Net Surplus (Deficit) to General Fund FY2025					\$ (185,558)
Net Surplus (Deficit) to Title V Contingency FY2023 & Payback	\$ 35,320	\$ 109,445	\$ 92,492	\$ 46,527	\$ 10,000
Net Surplus (Deficit) to Title V Contingency FY2024 & Payback					
Net Surplus (Deficit) to Title V Contingency FY2025					
	\$ 177,799	\$ (165,470)	\$ (37,172)	\$ (169,995)	\$ (175,558)
Population	562,170	567,992		577,675	
Per Capita Assessment	0.826	0.869		0.924	0.961

Expenses exceeding 10% of a budget category (within each sub-category: P/R, Non-P/R, Bldg. Operating) requires board approval.
5/4/2023

OLYMPIC REGION CLEAN AIR AGENCY
FUND BALANCE
For The Period Ending ...

DRAFT

	Estimate			
	Actual	Current Budget	Proposed	Projected
	FY 2022 General Fund	FY 2023 General Fund	FY2024 General Fund	FY 2025 General Fund
BEGINNING Fund Balance.....	July 1, 2021 \$ 1,848,692	July 1, 2022 \$ 2,026,491	July 1, 2023 \$ 1,989,319	July 1, 2024 \$ 1,819,324
Plus : Revenue Fiscal Year	\$ 2,590,739	\$ 2,787,557	\$ 2,957,026	\$ 2,876,107
Less: Expenditures Fiscal Year	\$ (2,412,940)	\$ (2,824,729)	\$ (3,127,021)	\$ (3,051,665)
ENDING Fund Balance 06/30/20xx.....	\$ 2,026,491	\$ 1,989,319	\$ 1,819,324	\$ 1,643,766
Year End	6/30/2022	6/30/2023	6/30/2024	6/30/2025
General Fund Contingency Draw applied to FY Budget	\$0.00	\$ 129,664	\$ 216,522	\$ 185,558

*SAO	Fund Balances (Fiscal Year-End):			
Classifications:	Contingency & Capital Funds			
Committed	Less: Expense Contingency (20% FY Budget less Title V Exps)	\$ 368,929	\$ 445,106	\$ 488,438
Restricted	Less: Title V Contingency	See Below	See Below	\$ 30,000
Assigned	Less: Tenants Security Deposits	\$ 5,600	\$ 4,350	\$ 4,350
	Capital Funds			
Committed	Less for Office Building	\$ 90,000	\$ 120,000	\$ 120,000
Committed	Less for Monitoring Equipment	\$ 20,000	\$ 20,000	\$ 20,000
Committed	Less for Database/Equipment	\$ 180,000	\$ 215,000	\$ 250,000
Unassigned	Less for Vacation/Sick Leave	\$ 136,453	\$ 150,000	\$ 120,000
	Committed/Restricted/Designated Funds	\$ 800,982	\$ 954,456	\$ 1,032,788
	Contingency Fund	\$ 800,982	\$ 954,456	\$ 1,032,788
	Title V Program (due General Fund)	\$ (109,019)	\$ (16,527)	\$ -
	UNDESIGNATED Fund Balance	\$ 1,334,528	\$ 1,051,390	\$ 786,536
	Year End	6/30/2022	6/30/2023	6/30/2024

ORCAA Long Term Liabilities...	Balance 6/30/22	Balance 6/30/23
-Office Building, Promissory Note to be paid 12/1/2022	\$43,954	\$0
Interest rate .703%, no penalty early payoff		

"Operating Contingency Funds" defined..... An amount established by board direction and placed in reserve Revised Res #269 dated May 2016 with 20% reserve less Title V. (Formerly: Resolution #178 dated August 1999 refers to board direction to maintain a 25% reserve level annually.)

"Capital Funds" defined..... An amount established by board direction to save for long-term capital expenditures (bldg, equipment, database). Res. #251 dated 06/13/12; Res. #260 dated 11/12/14

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

*The total Fund Balance includes all funds on deposit at the bank.

ORCAA

Office Building Maintenance / Leasehold Improvements

Fiscal Year 2024 includes the following maintenance and leasehold improvements:

		<u>Estimates</u>	
	<u>Leasehold:</u>		
LHI	Upgrade oldest HVAC unit in Ste #101 and #102	\$ 27,000	
LHI	New Siding (East Wall, South wall completed Sept 2019)	10,000	
LHI/M	Paint exterior (3 walls, south wall completed in Sept 2019)	15,000	
			\$ 52,000
	<u>Maintenance:</u>		
M	Sunrise Pest Control, annual contract	\$ 1,100	
M	Air Handlers, annual contract HVAC, maintenance parts	4,000	
M	gravel parking lot	750	
M	paint interior walls (copier room, conference room)	400	
M	electrical, plumbing, small replacements, miscellaneous maintenance (door closers)	2,250	
M	clean and paint exterior hand rails (east side stairwell, west side Ste B entrance)	500	
M	roof maintenance (May & September)	850	
M	window cleaning	400	
M	replace flooring in restrooms (est. 4-6 floors)	5,300	
M	landscape maintenance (tools-pressure washer, flowers, groud cover, bark, supplies)	1,500	
			\$ 17,050
			\$ 69,050

5/4/2023

ORCAA COLA & Dependent Coverage History

				DepCoverage Per Mo.
Board Approved Plus	6/11/2014 1st Phase Salary Survey	2% COLA	Fiscal Year 2015 July 1, 2014 - June 30, 2015	\$ 525
Board Approved Plus	6/10/2015 2nd PhaseSalary Survey	1.8% COLA	Fiscal Year 2016 July 1, 2015 - June 30, 2016	\$ 525
Board Approved Plus	6/8/2016 3rd PhaseSalary Survey	1.4% COLA	Fiscal Year 2017 July 1, 2016 - June 30, 2017	\$ 525
Board Approved	5/10/2017	1.7% Sal Adj	Fiscal Year 2018 July 1, 2017 - June 30, 2018	\$ 525
Board Approved	6/13/2018	3.0% Sal Adj	Fiscal Year 2019 July 1, 2018- June 30, 2019	\$ 525
Board Approved	6/12/2019	2.9% Sal Adj	Fiscal Year 2020 July 1, 2019- June 30, 2020	\$ 525
Board Approved	5/13/2020	1.5% Sal Adj	Fiscal Year 2021 July 1, 2020- June 30, 2021	\$ 525
Board Approved	6/9/2021	1.4% Sal Adj	Fiscal Year 2022 July 1, 2021- June 30, 2022	\$ 525
Board Approved	6/8/2022	4.0% Sal Adj	Fiscal Year 2023 July 1, 2022- June 30, 2023	\$ 525
Board Approved	Implement Salary Survey	Pending	Fiscal Year 2024 July 1, 2023- June 30, 2024	\$ 525

ORCAA

FY2024 Proposed Salary Step Structure

Range	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	Step K	Job titles
22	4,549	4,685	4,826	4,971	5,120	5,274	5,432	5,595	5,763	5,935	6,113	Records Clerk, Administrative Assistant
23	4,867	5,013	5,163	5,318	5,478	5,642	5,811	5,986	6,165	6,350	6,541	-
24	5,257	5,415	5,577	5,744	5,917	6,094	6,277	6,465	6,659	6,859	7,065	Air Quality Specialist 1
25	5,677	5,847	6,023	6,203	6,390	6,581	6,779	6,982	7,191	7,407	7,629	-
26	6,188	6,374	6,565	6,762	6,965	7,174	7,389	7,610	7,839	8,074	8,316	Air Quality Specialist 2
27	6,745	6,947	7,156	7,370	7,592	7,819	8,054	8,295	8,544	8,801	9,065	Communications Mgr., Office Mgr.
28	7,352	7,573	7,800	8,034	8,275	8,523	8,779	9,042	9,313	9,593	9,880	IT Systems Adm., AQS 3, Engineer 1
29	8,087	8,330	8,579	8,837	9,102	9,375	9,656	9,946	10,244	10,552	10,868	Sr Air Monitoring Special., Engineer 2
30	8,896	9,163	9,438	9,721	10,013	10,313	10,622	10,941	11,269	11,607	11,955	Fin. Services Mgr., Compl. Supvr., Engineering Supvr.
31	9,786	10,080	10,382	10,693	11,014	11,345	11,685	12,036	12,397	12,769	13,152	Compliance Mgr., Engineering Mgr.
32	10,764	11,087	11,420	11,762	12,115	12,478	12,853	13,238	13,636	14,045	14,466	-

Reflects:

4% Salary Adjustment (for FY2024)

11 steps, versus 9

3% between each step

Anchor Step E to the 50th Percentile of the market

Agricultural Burning Fee Schedule

Effective July 1, ~~2022~~2023

Agricultural Burn Permit Fee – ORCAA Rule 3.4(a)*

Fee	Minimum Fee	Variable Fee
Field Burning	\$37.50 for the first 10 acres	\$3.75 for each additional acre
Spot Burning	\$37.50 for 10 acres or less	None
Pile Burning	\$80 for the first 80 tons	\$1.00 for each additional ton

*These fees are exempt from Resolution 268.

Asbestos and Demolition Fee Schedule

Effective July 1, ~~2022~~2023

Asbestos and Demolition Fees – ORCAA Rule 3.5~~(b)~~

ASBESTOS PROJECT	Notification Fee
Single Family Residential	\$ 4244
10 - 259 linear feet or 48 - 159 square feet	\$ 179190
260 - 999 linear feet or 160 - 4,999 square feet	\$ 387411
1,000 - 9,999 linear feet or 5,000 - 49,999 square feet	\$ 774822
10,000+ linear feet or 50,000+ square feet	\$ 15471645
Annual Notification (limited to 260 linear feet or 160 square feet maximum)	\$ 595633
Emergency	\$ 6063 plus notification fee

DEMOLITION PROJECT	Notification Fee
Single Family Residents (AHERA Survey Required)	\$ 4244
Commercial Structure (AHERA Survey Required)	\$ 7176
Emergency Project	\$ 6063 plus notification fee

Land Clearing Burning Fee Schedule

Effective July 1, ~~2022~~2023

Land Clearing Burning Permit Fee – ORCAA Rule 3.4**(b)**

The Land Clearing Burn Permit fee shall be \$~~119~~127 for one acre or less. For greater than one acre, the fee will be \$~~119~~127 per acre cleared, rounded to the nearest full acre.

Notice of Construction (NOC) Fee Schedule

Effective July 1, ~~2022~~2023

NOC Fees - ORCAA Rule 3.3(a)

	Filing Fee
+	Additional NOC Processing Fees
+	<u>Other Costs</u>
	NOC Fee

Filing Fee - ORCAA Rule 3.3(b)

	Complexity Fee
+	Equipment Fee(s) (for each piece of equipment, unless they are identical per 3.3(b)(2))
	Filing Fee

Complexity Fee

Complexity Level 1	\$ 1203 <u>1279</u>
Complexity Level 2 ¹	\$ 2408 <u>2560</u>
Complexity Level 3 ¹	\$ 4027 <u>4281</u>
Complexity Level 4 ¹	\$ 9744 <u>10358</u>

Equipment Fee

Equipment/Activity	Fee	Base-Fee Hours
Abrasive Blasting	\$ 462 <u>491</u>	5
Asphalt Plant	\$ 3424 <u>3639</u>	37
<i>Combustion Equipment not otherwise listed (Million Btu/hr heat input at design capacity)</i>		
Less than 10	\$ 1110 <u>1180</u>	12
10 or more but less than 30	\$ 1203 <u>1279</u>	13
30 or more but less than 100	\$ 2405 <u>2557</u>	26
More than 100	\$ 6478 <u>6886</u>	70
Temporary Combustion Equipment (Onsite < 1 year)	One half the filing fee	One half the base-fee hours
Coffee Roaster	\$ 647 <u>688</u>	7
<i>Composting Operation (Average material throughput – tons per day)</i>		
Less than 50	\$ 1203 <u>1279</u>	13
50 or more but less than 200	\$ 2128 <u>2262</u>	23
More than 200	\$ 3146 <u>3345</u>	34
Concrete Batch Plant	\$ 1851 <u>1967</u>	20
Crematory	\$ 1018 <u>1082</u>	11
Dry Cleaner (per machine)	\$ 647 <u>688</u>	7
Dry Kilns	\$ 1203 <u>1279</u>	13
Emergency Engine – cumulative horsepower < 2000 bhp	\$ 832 <u>885</u>	9
Emergency Engine -cumulative horsepower ≥ 2000 bhp	\$ 1665 <u>1770</u>	18
Non-Emergency Engine (per engine)	\$ 1203 <u>1279</u>	13
Gasoline Dispensing Station	\$ 647 <u>688</u>	7
Log yard	\$ 647 <u>688</u>	7

Printing	\$ 647 688	7
Process Equipment ≤20,000 cubic feet per minute at design capacity	\$ 984 926	10
Rock Crushing Plant – includes General Order	\$ 462 491	5
Soil Remediation	\$ 1203 1279	13
Spray Painting – Autobody (per operation/booth)	\$ 740 786	8
Surface Coating – Aviation, Wood, Truck Bed Lining, Boat, Other (per operation/booth)	\$ 1296 1378	14
Storage Tanks ≤10,000-gallon total capacity (other than at retail gasoline dispensing stations)	\$ 832 885	9
Wastewater Treatment Plant	\$ 1943 2065	21
Welding	\$ 926 984	10
Other Equipment not listed above - Small ²	\$ 462 491	5
Other Equipment not listed above - Medium ²	\$ 1296 1377	14
Other Equipment not listed above - Large ²	\$ 3146 3345	34
Equipment Modification—Modification as defined in ORCAA Rule 1.4 ³ are physical changes or changes in the method of operation that may cause an emissions increase	One-half the applicable <u>Applicable filing fee</u> except that <u>Complexity Fee is divided by two</u>	One-half the associated <u>base</u> Base-fee hours based on <u>associated equipment fee(s)</u>
In-Kind Replacements – R replacement of equipment with a unit of same or smaller size <u>and, combusting the same or cleaner fuel (if applicable). This fee reduction does not apply to except for</u> asphalt plants, combustion equipment >30 MMBtu/hr, <u>and/or</u> other replacements <u>at the discretion of as determined by</u> the Executive Director.	One half the applicable filing fee	One half the associated base-fee hours

Control Device Replacement/Change in Conditions (No Complexity Fee)

Equipment/Activity	Fee	Base-Fee Hours
Control Device Replacement per ORCAA Rule 6.1.10 NOC	\$ 740 786	8
<u>Change in Conditions per ORCAA Rule 6.1.11⁴ NOC</u>	<u>\$ 688</u>	<u>7</u>

~~Change in Conditions Per Rule 6.1.11⁴ (No Complexity Fee)~~

Equipment/Activity	Fee	Base-Fee Hours
Change in Conditions	\$ 647	7

Additional NOC Processing Fees - ORCAA Rule 3.3(c)

Additional NOC Processing fees, including work that exceeds the base-fee hours, will be billed at the following hourly rate as specified in ORCAA Rule 3.3(d).

Hourly Rate	\$ 92.53 98.36
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Other Costs - ORCAA Rule 3.3(d)

Publishing and consulting costs incurred will be billed to the applicant as specified in ORCAA Rule 3.3(d).

Variance ~~per~~ ORCAA Rule 2.3, Compliance Schedule per ORCAA Rule 2.6(f), or Voluntary Limit per Rule 6.1.12 Restricting the Potential to Emit per ORCAA Rule

5.3 (SMO)

Fees	Fee	Base-Fee Hours
Filing Fee	\$ 1296 1377	14
Add'l processing costs above allowed hours – per hour	\$ 92.53 98.36	
Actual legal notice fees	Actual cost	
Actual ORCAA legal fees	Actual cost	

¹Complexity – Level 1, Level 2, Level 3 and Level 4

The following includes equipment that would be considered in each permit complexity class if installed by themselves. If the application includes more than one piece of equipment/process or if your equipment/process is not listed, please contact ORCAA Engineering Department for a complexity determination for your project.

Level 1

Abrasive Blasting
Coffee Roaster
Dry Cleaner
Emergency Engine ≤ 2000 bhp
Gasoline Dispensing Facilities
Rock Crushing Plant
Spray Painting – Autobody
Storage Tanks <10,000-gallon capacity -
excluding gasoline dispensing facilities

Level 2

Combustion Equipment <30 MMBtu/hr
Compost <50 ton/day
Cremator
Emergency Engine ≥ 2000 bhp
Non-Emergency Engine
Process Equipment
Soil Remediation
Surface Coating (excluding autobody)
Welding

Level 3

Combustion Equipment 30-100 MMBtu/hr
Compost 50-200 tons/day

Level 4

Asphalt Plant
Combustion Equipment >100 MMBtu/hr

²Equipment fees for other equipment not classified above is determined based on the size and the type of the unit. Please contact ORCAA Engineering Department for assistance.

³Per Rule 1.4, a “Modification” means any physical change in, or change in method of operation of, a stationary source that increases the amount of any air contaminant emitted by such stationary source or that result in the emissions of any air contaminant not previously emitted.

⁴Changes in Conditions that will result in an emissions increase are reviewed as a “modification”

Notice of Intent (NOI) Fee Schedule

Effective July 1, ~~2022~~2023

NOI Fees - ORCAA Rule 3.6~~(a)~~

Category	Fee
Asphalt Plant	\$ 3660 <u>3892</u>
Boiler	\$ 1071 <u>1138</u>
Concrete Batch Plants	\$ 701 <u>745</u>
Nonroad Engines	\$ 978 <u>1040</u>
Rock Crushers	\$ 1256 <u>1335</u>
Other Equipment Not Classified Above	\$ 1000 <u>1064</u>

NOI Fees - ORCAA Rule 3.6~~(a)~~ – Exemption under ORCAA Rule 6.4(a)(2)

Stationary source qualifying for exemption from New Source Review under ORCAA Rule 6.1(b) (2)	\$ 555 <u>590</u>
Additional processing costs exceeding 6 hours for sources submitting an NOI for exemption under ORCAA Rule 6.1(b) (2) who request assistance with documenting the stationary source's potential to emit	\$ 92.53 <u>98.36</u> /hr

NOI Fees - ORCAA Rule 3.6~~(a)~~ – Exemption under ORCAA Rule 6.4(a)(3)

Gasoline Dispensing Facilities qualifying for exemption from New Source Review under ORCAA Rule 6.1(b) (3)	\$ 277 <u>295</u>
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Olympic Region Clean Air Agency Fee Schedules

Effective July 1, ~~2022~~2023

Registration Fee Schedule

Registration Fee - ORCAA Rule 3.1 (b)

Registration Class (RC)	Registration Class Fee Amount	Emission Fee
RC1	\$ 1934 <u>2056</u>	\$ 60-63 per ton
RC2	\$ 1726 <u>1835</u>	\$ 60-63 per ton
RC3	\$ 1547 <u>1645</u>	\$ 60-63 per ton
RC4	\$ 714 <u>759</u>	N/A
RC5	\$ 286 <u>304</u>	N/A

Re-inspection fee ORCAA Rule 3.1(i)

Re-inspection fee	\$ 119-127 per inspection
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Assessments for Fiscal Year 2024
based on 2022 population

population	0.924 per capita
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CLALLAM COUNTY

unincorporated	45,850	\$42,365.40
Forks	3,360	\$3,104.64
Port Angeles	20,200	\$18,664.80
Sequim	8,215	\$7,590.66

GRAYS HARBOR COUNTY

unincorporated	29,125	\$26,911.50
Aberdeen	17,040	\$15,744.96
Cosmopolis	1,665	\$1,538.46
Elma	3,460	\$3,197.04
Hoquiam	8,785	\$8,117.34
McCleary	2,040	\$1,884.96
Montesano	4,150	\$3,834.60
Oakville	720	\$665.28
Ocean Shores	7,160	\$6,615.84
Westport	2,255	\$2,083.62

JEFFERSON COUNTY

unincorporated	23,060	\$21,307.44
Port Townsend	10,290	\$9,507.96

MASON COUNTY

unincorporated	55,770	\$51,531.48
Shelton	10,430	\$9,637.32

PACIFIC COUNTY

unincorporated	15,960	\$14,747.04
Ilwaco	1,100	\$1,016.40
Long Beach	1,715	\$1,584.66
Raymond	3,090	\$2,855.16
SouthBend	1,735	\$1,603.14

THURSTON COUNTY

unincorporated	143,760	\$132,834.24
Bucoda	610	\$563.64
Lacey	58,180	\$53,758.32
Olympia	56,370	\$52,085.88
Rainier	2,510	\$2,319.24
Tenino	2,030	\$1,875.72
Tumwater	26,360	\$24,356.64
Yelm	10,680	\$9,868.32

TOTALS	577,675	\$533,771.70
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3/27/2023 DRAFT	
ORCAA AOP FEES - FY2024	
ENTER: Annual Net Cost	\$678,222
No. of AOP sources	11

Make sure cell B3 has the most current Annual Net Cost
To insert a new source, enter 0.000001 Ton if no previous emissions, copy in formulas
Use most current EI

	ENTER EI Year 2022										
Source	Emission Units	Actual Emission	Facility Fee	EU Fee		Emissions Fee		Fee	Invoiced	Change	
Name	#	Tons		Unit Fee	Total Fee	Unit Fee	Total Fee	Amount FY24	in FY23		
Aquatic Co.	4	12	\$20,552.18		\$16,746.22		\$2,430.90	\$39,729.31	\$42,952.63	-\$3,223.32	-8%
Crown Cork and Seal	5	111	\$20,552.18		\$20,932.78		\$22,485.85	\$63,970.81	\$69,807.81	-\$5,837.00	-8%
Interfor - Port Angeles	5	157	\$20,552.18		\$20,932.78		\$31,804.32	\$73,289.28	\$64,008.88	\$9,280.39	14%
McKinley Paper Company	6	169	\$20,552.18		\$25,119.33		\$34,235.22	\$79,906.74	\$73,013.83	\$6,892.90	9%
Paneltech	6	22	\$20,552.18		\$25,119.33		\$4,456.66	\$50,128.17	\$48,381.14	\$1,747.03	4%
Sierra Pacific Ind - Aberdeen Lumber	5	113	\$20,552.18	\$4,186.56	\$20,932.78	\$202.58	\$22,891.01	\$64,375.96	\$62,769.90	\$1,606.06	3%
Sierra Pacific Ind - Aberdeen Cogen	3	136	\$20,552.18		\$12,559.67		\$27,550.24	\$60,662.09	\$57,469.12	\$3,192.97	6%
Sierra Pacific Ind - Shelton	5	180	\$20,552.18		\$20,932.78		\$36,463.55	\$77,948.51	\$96,037.13	-\$18,088.62	-19%
Simpson Door - McCleary	5	61	\$20,552.18		\$20,932.78		\$12,357.09	\$53,842.05	\$55,974.68	-\$2,132.63	-4%
Westport LLC	5	5	\$20,552.18		\$20,932.78		\$1,012.88	\$42,497.84	\$41,285.75	\$1,212.08	3%
Weyerhaeuser Raymond	5	150	\$20,552.18		\$20,932.78		\$30,386.29	\$71,871.25	\$75,051.12	-\$3,179.87	-4%
TOTALS	54	1116	\$226,074.00		\$226,074.00		\$226,074.00	\$678,222.00	\$686,752.00	-\$775.45	0%

final, as reportedAverage change

Notes:

Annual Net Cost = (Total Facility Fees for all AOP + Total Equipment Fees for all AOP + Total Emissions Fees for all AOP) Each term is 1/3 of the Annual Net Cost

The total cost of the AOP program was based on a workload analysis

n = Total number of Operating Permit Program sources in the Authority's jurisdiction

U_{total} = Total number of emission units located at Operating Permit Program sources in the Authority's jurisdiction

U_{source} = Number of emission units at the specific source

E_{total} = Total, actual annual emissions of the air pollutants listed in Table 6.2 from Operating Permit Program sources based on the Authority's most recent emissions inventory

E_{source} = Total, actual annual emissions of the air pollutants listed in Section 6.03 (e) form the specific source

for the most recent calendar year.

Annual Net Cost = Projected net annual cost, based on work load analysis, as approved by the Authority's Board of Directors for the state fiscal year being invoiced:

Facility Fee = Annual Net Cost ÷ 3 ÷ n

Equipment Fee = [Annual Net Cost ÷ 3 ÷ U_{total}] x U_{source}

Emissions Fee = [Annual Net Cost ÷ 3 ÷ E_{total}] x E_{source}

U = Emission Unit: sec. 6.00 Definitions: means any part of a source which emits or has the potential to emit any pollutant subject to regulation.

Regulated Pollutants: sec. 6.02 Table 6.2: Regulated Pollutants used for fee: Total Particulates (TSP or PM), Sulfur Oxides SOX (would included SO₃), NOX, VOC or TAP, NOT CO

Emission unit = Emission Unit as listed in Air Operating Permit

Facility Fee, Equipment Fee, & Emission Fee were rounded to the nearest whole number.

Invoices are printed from the Access Database. Because of differences in numeric precision, the back calculation of unit fees & emission fee, the amount invoiced may differ slightly from this spreadsheet.

Fee Pollutants: PM, SOX, NOX, VOC, TAP which are not VOC's

FY = State Fiscal Year

OLYMPIC REGION CLEAN AIR AGENCY

RESOLUTION NO: 2018-274

Western Consumer Price Index Adjustment for ORCAA's Fee Schedules

And

Workload Analysis Process

WHEREAS, the Olympic Region Clean Air Agency (ORCAA) Board of Directors previously approved Resolution #268 authorizing ORCAA to adjust fee schedules using the Consumer Price Index (CPI) for the Seattle, Tacoma, Bremerton Washington area, and

WHEREAS, the fee schedules include the following programs: registration, asbestos and demolition notifications, open burning permits, notice of construction, notice of intent, and variances, and

WHEREAS, ORCAA conducts periodic workload analysis on programs to determine sufficient coverage of program costs, and

WHEREAS, the workload analysis may determine that CPI is insufficient to fully recover workload costs, and

WHEREAS, in January 2018, the Bureau of Labor Statistics (BLS) redefined CPI indices affecting Washington local government entities that use the CPI, and

WHEREAS, the BLS created the Western Consumer Price Index that includes the West region and Pacific division, and that the Pacific division includes Washington, and

WHEREAS, the Board of Directors have chosen to follow the Western Consumer Price Index which is closest in proximity to ORCAA's region, and

WHEREAS, the Board of Directors will annually adjust the fee schedules using the Western Consumer Price Index (CPI-U) for the prior calendar year, unless, after conducting periodic workload analysis of the programs the Western Consumer Price Index does not sufficiently cover program costs, and ORCAA shall publish a notice of the adjusted fee schedules as part of the annual budget to allow for public comment.

NOW, THEREFORE, BE IT RESOLVED,

1. The fees set forth in the ORCAA fee schedules are revised as set forth in Attachment 1.
2. The fees set forth in Attachment 1 shall be adjusted annually to reflect the rate of inflation as determined by the prior year's Western Consumer Price Index (CPI-U) as published in the Bureau of Labor Statistics.
3. Annual fee adjustments shall not exceed 3 percent of the previous year's fee.
4. ORCAA shall adopt the adjusted fee schedules as part of the annual budget process.
5. If periodic workload analyses are conducted and fees are higher than the allowed

rate of inflation in the Western Consumer Price Index (CPI-U), the Board may adopt, under separate resolution, the new fee schedules that resulted from the workload analysis.

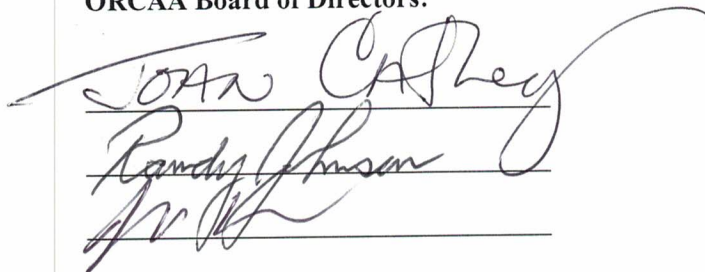
6. Unless otherwise ordered by the Board, the fee schedules adjusted for inflation as determined by the prior year's Western Consumer Price Index (CPI-U) as published in the Bureau of Labor Statistics shall become effective on July 1st.

Presented by:



Francea L. McNair
Executive Director

ORCAA Board of Directors:



Approved and signed on
this 13 day of June, 2018

OLYMPIC REGION CLEAN AIR AGENCY

RESOLUTION NO: 2018-275

Western Consumer Price Index Adjustment for Per Capita Supplemental Income Assessment

WHEREAS, the Olympic Region Clean Air Agency (ORCAA) Board of Directors previously approved Resolution #267 authorizing ORCAA to adjust Per Capita Assessments using the Consumer Price Index (CPI) for the Seattle, Tacoma, Bremerton Washington area, and

WHEREAS, in January 2018, the Bureau of Labor Statistics (BLS) redefined CPI indices affecting Washington local government entities that use the CPI, and

WHEREAS, the BLS created the Western Consumer Price Index that includes the West region and Pacific division, and that the Pacific division includes Washington, and

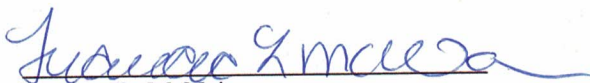
WHEREAS, the Board of Directors have chosen to follow the Western Consumer Price Index which is closest in proximity to ORCAA's region, and

WHEREAS, the Board of Directors will annually adjust the per capita assessment using the Western Consumer Price Index (CPI-U) for the prior calendar year.

NOW, THEREFORE, BE IT RESOLVED,

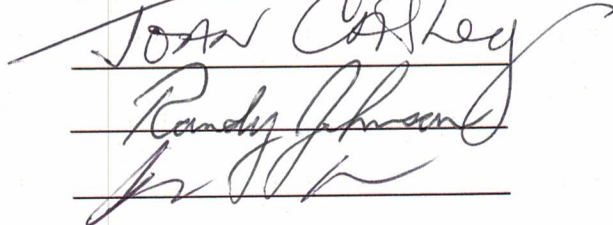
The Board of Directors hereby amends Resolution #267 to annually adjust the rate for per capita assessment as part of the annual budget adoption by using the annual rate of inflation as determined by the prior year's Western Consumer Price Index (CPI-U) as published in the Bureau of Labor Statistics.

Presented by:



Francea L. McNair
Executive Director

ORCAA Board of Directors:



Approved and signed on
this 13 day of June, 2018.