

Olympic Region Clean Air Agency

FY2023 Budget Summary

&

5-Year Budget Forecast

The summary outlines our proposed FY2023 Draft budget and 5-Year Budget Forecast. The following budget documents accompany the summary:

- Revenue and Expenditures
- Fund Balance
- 5-Year Budget Forecast – Revenue & Expenditures
- 5-Year Fund Balance
- Maintenance and Leasehold Improvement Schedule

FY2023 Budget Highlights:

- ◆ CPI for the year ending December 2021 is 7.4% (consistent with Resolution #274 & #275)
- ◆ The budget draft includes a hybrid option – 5.2% increase to fees and 4.0% increase to agency salaries
- ◆ Includes 17 FTE's, including a *new* full-time position; Records Clerk as a project position for up to 2 years, depending on agency needs
- ◆ Fees increase by 5.2%, well below the 7.4% CPI
 - staff have completed a workload analysis
- ◆ Ambient Monitoring and Outdoor Burning programs rely on Federal/State CORE support
- ◆ Reflects a draw on Undesignated Fund Balance to balance the budget
- ◆ Projected carryover of funds from FY2022 are included in FY2023
 - carryover is due to a delay in vehicle purchase, delay in replacement of new HVAC system, and staff turnover
- ◆ Continue to set aside funds for board approved contingency and capital funds
 - ✓ Office Building
 - ✓ Monitoring Equipment
 - ✓ Database/Hardware
 - ✓ Vacation/Sick Leave
- ◆ Assumes 100% occupancy in rental income

Summary of Revenue:

- ◆ Revenue projections includes \$2.8 million from fees, grants, fines, and rents, plus \$274,914 from undesignated fund balance. Revenues are 11% higher than 2022, not including the contingency draw

- ◆ Grant revenues represent 24%, Fees 62%, Fines 2%, Rents/Miscellaneous 3%, and Contingency Draw 9%
- ◆ New grant with EPA- American Rescue Plan (ARP) \$131,500 will pay for infrastructure improvements at Cheeka Peak (CPO)
- ◆ No major increases or decreases in existing Local, State, and Federal Grants; CORE, PM2.5, CPO, Woodstove Education, Woodsmoke Reduction, EFSEC
 - ✓ Grants are multi-year contract terms ranging from 2-5 years
- ◆ Title V fees will increase 13.81%, in aggregate for ORCAA's eleven major sources in our six-county region. This increase is a result of having to recover a Title V budget shortfall in the current fiscal year.

Summary of Expenses:

- ◆ Agency expenses are estimated at \$2.9 million, about 14% higher than FY2022 budget
- ◆ Payroll expenditures, the largest portion, represents 75%; non-payroll (supplies, postage, hardware/software) 10%; Building-Maintenance and Operations 4%; Direct Operating 11% (Woodsmoke Reduction vendor payments, Ecology fees, CPO operations & maintenance)
- ◆ Step increases for 50% of staff (half of the staff have not reached maximum step of 9), and 5% increase from AWC Employee Benefit Trust, and a stable rate for DRS pension contributions
- ◆ Hiring a consultant to conduct a *Salary Survey* at a cost of \$5,000
- ◆ Hiring a contractor to support an update to the agency *Strategic Plan* with a cost of \$8,000
- ◆ Redesign of *agency website* projected to cost \$25,000
- ◆ Increase in Hardware/Software to purchase desktop replacements, conference room monitor/camera upgrade, and software for cyber security/cloud/storage needs
- ◆ Assume utilizing ADP for payroll processing saving the agency \$20,000/year
- ◆ ORCAA will undergo the bi-annual audit by SAO in December 2022
- ◆ Pay-off Office Building in December 2022
- ◆ Does not include satellite office in Pacific County

5-Year Budget Forecast

- ◆ Applied 2% increase to fees from FY2024 through FY2027
- ◆ Reduced annual set-aside in Capital Funds (office building, database, vacation/sick leave) starting in FY2025
- ◆ Increases to both revenue and expenditures occur concurrently in budget forecast
- ◆ Undesignated Fund Balance deficit starts occurring in FY2026
 - preserving *Undesignated Fund Balance* by reducing annual set-aside to contingency funds (building, database)

**OLYMPIC REGION CLEAN AIR AGENCY
REVENUE & EXPENSES**
For The Fiscal Year Ending ...

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REVENUE	Column 1	Column 2	Column 2a	Column 3	Column 4
	Actual FY 2021	Approved Budget FY 2022	ESTIMATED FY 2022	Proposed FY 2023	Projected FY 2024
				5.20%	
GRANTS					
Core-Federal	\$ 164,703	\$ 187,095	\$ 198,589	\$ 188,399	\$ 189,000
Core-State	119,152	135,371	139,482	136,427	137,000
PM2.5 - Ecology Monitoring	13,500	13,500	13,500	13,500	13,500
CPO Project w/EPA-Maintenance & Operations	77,093	86,077	76,748	86,077	86,077
Community Scale Air Toxics	37,733	-	-	-	-
Woodstove Reduction & Bounty Program w/Ecology	156,622	150,000	58,019	170,000	150,000
Woodstove Grant	9,939	9,939	10,682	10,682	10,700
ARP Grant with EPA	-	-	-	131,500	-
FEES					
Assessments	\$ 451,909	\$ 464,582	\$ 464,352	\$ 498,697	\$ 508,671
Title V	426,145	601,075	603,613	686,752	598,853
EFSEC	24,380	47,395	26,018	38,385	34,000
Ecology Oversight	11,500	15,000	12,948	15,000	15,300
Annual Registration	388,362	387,000	374,962	384,000	391,680
NOC - NSR	273,873	140,000	119,372	163,060	166,321
NOI - Major/Minor	8,820	1,000	2,649	1,022	1,042
Outdoor Burning	-	-	-	-	-
Asbestos	145,343	125,000	132,282	132,860	135,517
Land Clearing	33,737	20,000	33,486	26,300	26,826
OTHER					
Fines	\$ 159,409	\$ 55,000	\$ 210,495	\$ 75,000	\$ 75,000
Investment Interest	15,674	15,000	10,107	10,000	9,500
Miscellaneous Income	939	500	1,890	1,000	1,000
Building Income	58,369	58,584	59,494	59,592	60,784
APPROPRIATION FROM CONTINGENCY FUNDS					
General Fund Contingency Draw	\$ -	\$ 209,092	\$ -	\$ 274,915	\$ 212,307
TOTAL REVENUE	\$ 2,577,200	\$ 2,721,210	\$ 2,548,688	\$ 3,103,168	\$ 2,823,078
General Fund Contingency Draw		\$ 209,092	\$ -	\$ 274,915	\$ 212,307
Title V Contingency Build & General Fund Reimbursement		\$ 143,850	\$ -	\$ 109,445	\$ 10,000
Vacation /Sick Leave Contingency Draw		\$ -	\$ -	\$ -	\$ -
Actual Revenue	\$ 2,512,118	\$ 2,548,688	\$ -	\$ 2,828,253	\$ 2,610,771
Actual Expenses	\$ 2,577,360	\$ 2,461,829	\$ -	\$ 2,993,723	\$ 2,813,078

Breakdown of Title V - AOP Fees	FY2023	FY2024
Fiscal Year Workload	\$ 577,307	\$ 588,853
Repayment to General Fund	\$ 99,445	\$ -
Contingency Fund	\$ 10,000	\$ 10,000
	\$ 686,752	\$ 598,853

**OLYMPIC REGION CLEAN AIR AGENCY
REVENUE & EXPENSES**

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EXPENSES	Column 1	Column 2	Column 2a	Column 3	Column 4
	Actual FY 2021	Approved Budget FY 2022	ESTIMATED FY 2022	Proposed FY 2023	Projected FY 2024
				4.00%	
PAYROLL					
Salaries	\$ 1,486,547	\$ 1,553,906	\$ 1,623,557	\$ 1,695,305	\$ 1,729,211
Employee Benefits	507,685	531,847	506,000	566,475	590,076
Sub-Total P/R Expenses	\$ 1,994,232	\$ 2,085,753	\$ 2,129,557	\$ 2,261,780	\$ 2,319,287
NON-PAYROLL					
Office Supplies/Sm Supply Purchases/Safety	\$ 5,524	\$ 6,045	\$ 8,794	\$ 8,300	\$ 6,500
Gasoline Vehicles	3,187	5,200	4,789	6,000	6,620
Computer Hard/Soft/Supplies:					
-General HW/SW	16,480	15,707	19,963	30,085	25,000
-GovQA	6,416	6,500	6,500	6,500	6,600
-KnowBe4, Inc.	1,802	-	-	-	2,000
Board of Directors Travel Reimb.	-	1,200	-	1,200	1,200
Staff Training, Conferences, Travel	4,529	15,000	9,751	17,390	19,000
Professional Services:					
-Legal (Attorney)	42,166	45,700	49,106	50,000	52,000
-Process Services	3,993	4,000	4,500	4,500	4,700
-Salary Survey	-	-	-	5,000	-
-Strategic Plan Update	-	-	-	8,000	-
Telephone	13,187	15,000	14,775	15,500	16,000
Database	-	-	-	-	-
Postage	4,844	4,800	4,802	5,000	5,400
Insurance (Bldg, Veh, Staff)	33,509	35,520	35,872	38,000	38,760
Wellness Program	400	400	437	450	475
Public Education and Outreach:					
-Education & Outreach (Printing, special mailings, etc)	3,332	7,250	11,134	11,560	12,000
-Website Redesign	-	-	-	25,000	-
Miscellaneous	149	600	511	550	525
Dues & Subscriptions	3,678	3,900	3,974	4,300	4,900
Audit/Acctg	22,519	8,100	6,600	16,000	1,000
Placeholder					
Rent-Satellite Office	2,400	2,400	800	-	-
Maintenance - Copier / Purchase	1,157	1,600	11,406	2,400	2,500
Vehicle Purchase	-	20,000	-	26,000	26,000
Maintenance - Vehicles	1,576	2,000	3,165	3,950	4,500
Sub-Total Administrative Expenses	\$ 170,846	\$ 200,922	\$ 196,879	\$ 285,685	\$ 235,680
OFFICE BLDG. OPERATING					
Interest Expense & Principal - Office Bldg.	\$ 88,950	\$ 45,109	\$ 353	\$ 44,000	\$ -
Utilities/Alarm Monitoring	15,938	17,000	18,442	19,000	20,000
Janitorial Supplies	10,320	12,386	11,546	13,568	14,111
Maintenance Office Bldg.	4,108	11,200	12,530	18,200	19,000
Landscaping Services	-	-	-	4,000	4,200
Leasehold Improvements	-	30,000	-	23,000	25,000
Sub-Total Office Building Operating	\$ 119,316	\$ 115,695	\$ 42,871	\$ 121,768	\$ 82,311
NON-ADMINISTRATIVE-OPERATING					
Woodsmoke Reduction/Recycle Program	\$ 119,400	\$ 120,000	\$ 47,150	\$ 138,000	\$ 120,000
ARP - EPA - Operational	-	-	-	131,500	-
Ecology Oversight Fees	11,500	15,000	12,948	15,000	15,300
Monitoring Program - CPO	28,920	34,500	27,231	34,500	35,000
Community Scale Air Toxics	168	-	-	-	-
Monitoring Programs	4,930	5,490	4,888	5,490	5,500
Security Deposit Refunds	271	-	305	-	-
Sub-Total Non-Administrative - Operating	\$ 165,190	\$ 174,990	\$ 92,522	\$ 324,490	\$ 175,800
TOTAL EXPENDITURES	\$ 2,449,584	\$ 2,577,360	\$ 2,461,829	\$ 2,993,723	\$ 2,813,078
Net Surplus (Deficit)	\$ 127,615	\$ 143,850	\$ 86,859	\$ 109,445	\$ 10,000

Breakdown of Net Surplus (Deficit):
 Net Surplus (Deficit) to General Fund FY2021
 Net Surplus (Deficit) to General Fund FY2022
 Net Surplus (Deficit) to General Fund FY2023
 Net Surplus (Deficit) to General Fund FY2024
 Net Surplus (Deficit) to Title V Contingency FY2023 & Payback
 Net Surplus (Deficit) to Title V Contingency FY2024

	FY 2021	FY 2022	FY 2023	FY 2024
Net Surplus (Deficit) to General Fund FY2021	\$ 127,616			
Net Surplus (Deficit) to General Fund FY2022		\$ 86,859		
Net Surplus (Deficit) to General Fund FY2023			\$ -	
Net Surplus (Deficit) to General Fund FY2024				\$ -
Net Surplus (Deficit) to Title V Contingency FY2023 & Payback			\$ 109,445	
Net Surplus (Deficit) to Title V Contingency FY2024				\$ 10,000
Total	\$ 127,616	\$ 86,859	\$ 109,445	\$ 10,000

Population	554,488	562,170		
Per Capita Assessment	0.815	0.826	0.869	0.886

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

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

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	Estimate			
	Actual	Current Budget	Proposed	Projected
	FY 2021 General Fund July 1, 2020	FY 2022 General Fund July 1, 2021	FY2023 General Fund July 1, 2022	FY 2024 General Fund July 1, 2023
BEGINNING Fund Balance.....	\$ 1,721,076	\$ 1,848,692	\$ 1,935,551	\$ 1,770,081
Plus : Revenue Fiscal Year	\$ 2,577,199	\$ 2,548,688	\$ 2,828,253	\$ 2,610,771
Less: Expenditures Fiscal Year	\$ (2,449,583)	\$ (2,461,829)	\$ (2,993,723)	\$ (2,813,078)
ENDING Fund Balance 06/30/20xx.....	\$ 1,848,692	\$ 1,935,551	\$ 1,770,081	\$ 1,567,775
Year End	6/30/2021	6/30/2022	6/30/2023	6/30/2024
General Fund Contingency Draw applied to FY Budget	\$0.00	TBD	\$ 274,915	\$ 212,307
Title V Funds applied to FY Budget	\$0.00	TBD	-	-
Vacation/Sick Contingency Draw	\$0.00	Estimate \$44,264	-	-
Fund Balances (Fiscal Year-End):				
Contingency & Capital Funds				
Less: Expense Contingency (20% FY Budget less Title V Exps)	\$ 391,963	\$ 371,643	\$ 483,283	\$ 442,110
Less: Title V Contingency	See Below	See Below	\$ 10,000	\$ 20,000
Less: Tenants Security Deposits	\$ 5,000	\$ 5,300	\$ 5,300	\$ 5,300
Capital Funds				
Less for Office Building	\$ 60,000	\$ 90,000	\$ 120,000	\$ 150,000
Less for Monitoring Equipment	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Less for Database/Equipment	\$ 145,000	\$ 180,000	\$ 215,000	\$ 250,000
Less for Vacation/Sick Leave	\$ 213,510	\$ 169,353	\$ 175,000	\$ 170,000
Committed/Restricted/Designated Funds	\$ 835,473	\$ 836,296	\$ 1,028,583	\$ 1,057,410
Contingency Fund	\$ (144,339)	\$ (90,441)	\$ -	\$ -
Title V Program (due General Fund)	\$ -	\$ -	\$ -	\$ -
UNDESIGNATED Fund Balance	\$ 1,157,558	\$ 1,189,696	\$ 741,498	\$ 510,365
Year End	6/30/2021	6/30/2022	6/30/2023	6/30/2024

*SAO
Classifications:
Committed
Restricted
Assigned

ORCAA Long Term Liabilities...	Balance 6/30/21	Balance 6/30/22	Balance 6/30/23	Balance on 6/30/24
-Office Building, Promissory Note to be paid 12/1/2022	\$44,273	\$43,954	\$0	\$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.**

Assessments for Fiscal Year 2023
based on 2021 population (reflects a 5.2% increase)

	0.869
population	per capita

CLALLAM COUNTY

unincorporated	46,170	\$40,121.73
Forks	3,335	\$2,898.12
Port Angeles	20,120	\$17,484.28
Sequim	8,125	\$7,060.63

GRAYS HARBOR COUNTY

unincorporated	29,020	\$25,218.38
Aberdeen	17,050	\$14,816.45
Cosmopolis	1,655	\$1,438.20
Elma	3,450	\$2,998.05
Hoquiam	8,785	\$7,634.17
McCleary	2,040	\$1,772.76
Montesano	4,145	\$3,602.01
Oakville	710	\$616.99
Ocean Shores	6,965	\$6,052.59
Westport	2,230	\$1,937.87

JEFFERSON COUNTY

unincorporated	22,880	\$19,882.72
Port Townsend	10,220	\$8,881.18

MASON COUNTY

unincorporated	55,340	\$48,090.46
Shelton	10,410	\$9,046.29

PACIFIC COUNTY

unincorporated	15,815	\$13,743.24
Ilwaco	1,085	\$942.87
Long Beach	1,700	\$1,477.30
Raymond	3,075	\$2,672.18
SouthBend	1,750	\$1,520.75

THURSTON COUNTY

unincorporated	145,255	\$126,226.60
Bucoda	595	\$517.06
Lacey	54,850	\$47,664.65
Olympia	55,960	\$48,629.24
Rainier	2,440	\$2,120.36
Tenino	2,010	\$1,746.69
Tumwater	26,050	\$22,637.45
Yelm	10,640	\$9,246.16

TOTALS

573,875

\$498,697.38

Agricultural Burning Fee Schedule

Effective July 1, ~~2021~~2022

Agricultural Burn Permit Fee – ORCAA Rule 3.4*

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 (reflects 5.2% increase)

Effective July 1, ~~2021~~2022

Asbestos and Demolition Fees – ORCAA Rule 3.5(b)

ASBESTOS PROJECT	Notification Fee
Single Family Residential	\$ <u>4042</u>
10 - 259 linear feet or 48 - 159 square feet	\$ <u>170179</u>
260 - 999 linear feet or 160 - 4,999 square feet	\$ <u>368387</u>
1,000 - 9,999 linear feet or 5,000 - 49,999 square feet	\$ <u>736774</u>
10,000+ linear feet or 50,000+ square feet	\$ <u>14711547</u>
Annual Notification (limited to 260 linear feet or 160 square feet maximum)	\$ <u>566595</u>
Emergency	\$ <u>5760</u> plus notification fee

DEMOLITION PROJECT	Notification Fee
Single Family Residents (AHERA Survey Required)	\$ <u>4042</u>
Commercial Structure (AHERA Survey Required)	\$ <u>6871</u>
Emergency Project	\$ <u>5760</u> plus notification fee

Land Clearing Burning Fee Schedule (reflects 5.2% increase)

Effective July 1, ~~2021~~2022

Land Clearing Burning Permit Fee – ORCAA Rule 3.4

The Land Clearing Burn Permit fee shall be \$~~113~~119 for one acre or less. For greater than one acre, the fee will be \$~~113~~119 per acre cleared, rounded to the nearest full acre.

Notice of Construction (NOC) Fee Schedule (reflects 5.2% increase)

Effective July 1, ~~2021~~2022

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	\$ 11441203
Complexity Level 2 ¹	\$ 22892408
Complexity Level 3 ¹	\$ 38284027
Complexity Level 4 ¹	\$ 92639744

Equipment Fee

Equipment/Activity	Fee	Base-Fee Hours
Abrasive Blasting	\$ 440462	5
Asphalt Plant	\$ 32543424	37
<i>Combustion Equipment not otherwise listed (Million Btu/hr heat input at design capacity)</i>		
Less than 10	\$ 10551110	12
10 or more but less than 30	\$ 11441203	13
30 or more but less than 100	\$ 22872405	26
More than 100	\$ 61576478	70
Temporary Combustion Equipment (Onsite < 1 year)	One half the filing fee	One half the base-fee hours
Coffee Roaster	\$ 615647	7
<i>Composting Operation (Average material throughput – tons per day)</i>		
Less than 50	\$ 11441203	13
50 or more but less than 200	\$ 20232128	23
More than 200	\$ 29913146	34
Concrete Batch Plant	\$ 17591851	20
Crematory	\$ 9681018	11
Dry Cleaner (per machine)	\$ 615647	7
Dry Kilns	\$ 11441203	13
Emergency Engine – cumulative horsepower < 2000 bhp	\$ 791832	9
Emergency Engine -cumulative horsepower ≥ 2000 bhp	\$ 15831665	18
Non-Emergency Engine (per engine)	\$ 11441203	13
Gasoline Dispensing Station	\$ 615647	7
Log yard	\$ 615647	7

Printing	\$ 615647	7
Process Equipment ≤20,000 cubic feet per minute at design capacity	\$ 880926	10
Rock Crushing Plant – includes General Order	\$ 440462	5
Soil Remediation	\$ 11441203	13
Spray Painting – Autobody (per operation/booth)	\$ 703740	8
Surface Coating – Aviation, Wood, Truck Bed Lining, Boat, Other (per operation/booth)	\$ 12321296	14
Storage Tanks ≤10,000-gallon total capacity (other than at retail gasoline dispensing stations)	\$ 791832	9
Wastewater Treatment Plant	\$ 18471943	21
Welding	\$ 880926	10
Other Equipment not listed above - Small ²	\$ 440462	5
Other Equipment not listed above - Medium ²	\$ 12321296	14
Other Equipment not listed above - Large ²	\$ 29913146	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 filing fee	One half the associated base-fee hours
In-Kind Replacements – replacement of equipment with a unit of same or smaller size, except for asphalt plants, combustion equipment >30 MMBtu/hr, and other replacements as determined by the Executive Director	One half the applicable filing fee	One half the associated base-fee hours

Control Device Replacement (No Complexity Fee)

Equipment/Activity	Fee	Base-Fee Hours
Control Device Replacement per ORCAA Rule 6.1.10 NOC	\$ 703740	8

Change in Conditions Per Rule 6.1.11⁴ (No Complexity Fee)

Equipment/Activity	Fee	Base-Fee Hours
Change in Conditions	\$ 615647	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	\$ 87.9592.53
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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 - ORCAA Rule 2.3 or Voluntary Limit per Rule 6.1.12 (SMO)

Fees	Fee	Base-Fee Hours
Filing Fee	\$ 12321296	14
Add'l processing costs above allowed hours – per hour	\$ 87.9592.53	
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 (reflects 5.2% increase)
Effective July 1, 2021~~2022~~

NOI Fees - ORCAA Rule 3.6(a)

Category	Fee
Asphalt Plant	\$ 3480 <u>3660</u>
Boiler	\$ 1018 <u>1071</u>
Concrete Batch Plants	\$ 666 <u>701</u>
Nonroad Engines	\$ 930 <u>978</u>
Rock Crushers	\$ 1194 <u>1256</u>
Other Equipment Not Classified Above	\$ 951 <u>1000</u>

NOI Fees - ORCAA Rule 3.6(a) – Exemption under ORCAA Rule 6.14~~(a)~~(b)(2)

Stationary source qualifying for exemption from New Source Review under ORCAA Rule 6.1(b)(2)	\$ 527 <u>555</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	\$ 87.95 <u>92.53</u> /hr

NOI Fees - ORCAA Rule 3.6(a) – Exemption under ORCAA Rule 6.14~~(b)~~(a)(3)

Gasoline Dispensing Facilities qualifying for exemption from New Source Review under ORCAA Rule 6.1(b)(3)	\$ 263 <u>277</u>
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Olympic Region Clean Air Agency Fee Schedules (reflects 5.2% increase)

Effective July 1, ~~2021~~2022

Registration Fee Schedule

Registration Fee - ORCAA Rule 3.1 (b)

Registration Class (RC)	Registration Class Fee Amount	Emission Fee
RC1	\$ 4839 1934	\$ 57 60 per ton
RC2	\$ 4644 1726	\$ 57 60 per ton
RC3	\$ 4474 1547	\$ 57 60 per ton
RC4	\$ 679 714	N/A
RC5	\$ 272 286	N/A

Re-inspection fee ORCAA Rule 3.1(i)

Re-inspection fee	\$ 113 119 per inspection
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**OLYMPIC REGION CLEAN AIR AGENCY
REVENUE**
For The Fiscal Year Ending ...

5-Year Budget Forecast

	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
	Actual FY 2021	Current Budget FY 2022	Proposed FY 2023	Projections FY 2024	Projections FY 2025	Projections FY 2026	Projections FY 2027
GRANTS							
Core-Federal	\$ 164,703.00	\$ 187,095.00	\$ 188,399.00	\$ 189,000.00	\$ 189,000.00	\$ 190,000.00	\$ 190,000.00
Core-State	119,152.00	135,371.00	136,427.00	137,000.00	137,000.00	138,000.00	138,000.00
PM Agreements:							
Ecology Monitoring	13,500.00	13,500.00	13,500.00	13,500.00	13,500.00	13,500.00	13,500.00
CPO Project w/EPA-Maintenance & Operations	77,093.00	86,077.00	86,077.00	86,077.00	86,077.00	86,077.00	86,077.00
Community Scale Air Toxics	37,732.79	-	-	-	-	-	-
Woodsmoke Reduction Grant	156,622.08	150,000.00	170,000.00	150,000.00	150,000.00	150,000.00	150,000.00
Woodstove Education Grant	9,939.00	9,939.00	10,682.00	10,700.00	10,700.00	10,700.00	10,700.00
ARP Grant with EPA	-	-	131,500.00	-	-	-	-
FEES							
Assessments	\$ 451,908.59	\$ 464,582.00	\$ 498,697.00	\$ 508,670.94	\$ 518,844.36	\$ 529,221.25	\$ 539,805.67
AOP (Title V)	426,144.79	601,075.00	686,752.00	598,853.00	610,630.00	622,643.00	634,896.00
EFSEC	24,379.58	47,395.00	38,385.00	34,000.00	34,000.00	34,000.00	34,000.00
Ecology Oversight	11,500.00	15,000.00	15,000.00	15,300.00	15,600.00	15,900.00	16,200.00
Annual Registration	388,362.09	387,000.00	384,000.00	391,680.00	399,513.60	407,503.87	415,653.95
NOC - NSR	273,873.02	140,000.00	163,060.00	166,321.20	169,647.62	173,040.58	176,501.39
NOI - Major/Minor	8,820.00	1,000.00	1,022.00	1,042.44	1,063.29	1,084.55	1,106.25
Outdoor Burning	-	-	-	-	-	-	-
Asbestos	145,342.54	125,000.00	132,860.00	135,517.20	138,227.54	140,992.09	143,811.94
Land Clearing	33,736.50	20,000.00	26,300.00	26,826.00	27,362.52	27,909.77	28,467.97
OTHER							
Fines	\$ 159,408.79	\$ 55,000.00	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00
Investment Interest	15,673.95	15,000.00	10,000.00	9,500.00	9,000.00	8,500.00	8,000.00
Miscellaneous Income	938.80	500.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Building Income	58,369.00	58,584.00	59,592.00	60,783.84	61,999.52	63,239.51	64,504.30
CONTINGENCY FUNDS							
General Fund - Administration	\$ -	\$ 209,092.00	\$ 303,890.00	\$ 237,222.02	\$ 244,083.82	\$ 275,980.92	\$ 316,705.05
Title V - Contingency Build	-	-	(109,445.00)	(10,000.00)	(10,000.00)	(10,000.00)	(10,000.00)
Placeholder	-	-	-	-	-	-	-
TOTAL REVENUE	\$ 2,577,199.52	\$ 2,721,210.00	\$ 3,022,698.00	\$ 2,837,993.64	\$ 2,882,249.27	\$ 2,954,292.54	\$ 3,033,929.51

**OLYMPIC REGION CLEAN AIR AGENCY
EXPENDITURES**
For The Fiscal Year Ending ...

	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
	Actual FY 2021	Current Budget FY 2022	Proposed FY 2023	Projections FY 2024	Projections FY 2025	Projections FY 2026	Projections FY 2027
PAYROLL							
Salaries	\$ 1,486,547.29	\$ 1,553,906.00	\$ 1,719,732.00	\$ 1,754,126.64	\$ 1,789,209.17	\$ 1,824,993.36	\$ 1,861,493.22
Employee Benefits	507,685.14	531,847.00	571,023.00	590,076.00	607,778.28	626,011.63	644,791.98
TOTAL P/R EXPENSES	\$ 1,994,232.43	\$ 2,085,753.00	\$ 2,290,755.00	\$ 2,344,202.64	\$ 2,396,987.45	\$ 2,451,004.98	\$ 2,506,285.20
NON-PAYROLL							
Office Supplies & Sm Supply Purchases	\$ 5,523.62	\$ 6,045.00	\$ 8,300.00	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00
Gasoline Vehicles	3,187.14	5,200.00	6,000.00	6,620.00	6,752.40	6,887.45	7,025.20
Computer Hard/Soft./Supplies/GovQA/KnowBe4	16,480.11	15,707.00	38,585.00	33,600.00	31,600.00	31,600.00	33,600.00
Bd. Prof. Ser. & Travel Reimb.	-	1,200.00	1,200.00	1,200.00	1,500.00	1,500.00	1,800.00
Staff Training & Conferences & Travel	4,528.62	15,000.00	17,390.00	19,000.00	19,380.00	19,767.60	20,162.95
Professional Srs.	54,376.69	56,200.00	67,500.00	56,700.00	57,000.00	57,500.00	58,000.00
Telephone	13,187.09	15,000.00	15,000.00	16,000.00	16,320.00	16,646.40	16,979.33
Database	-	-	-	-	-	-	-
Postage	4,844.15	4,800.00	5,000.00	5,400.00	5,508.00	5,618.16	5,730.52
Insurance (Bldg, Veh, Staff)	33,509.00	35,520.00	38,000.00	38,760.00	39,535.20	40,325.90	41,132.42
Wellness Program	400.06	400.00	450.00	475.00	475.00	500.00	500.00
Public Education	3,331.64	7,250.00	36,560.00	12,000.00	13,000.00	14,000.00	15,000.00
Miscellaneous	149.40	600.00	500.00	525.00	600.00	650.00	700.00
Dues & Subscriptions	3,677.59	3,900.00	3,800.00	4,900.00	4,998.00	5,097.96	5,199.92
Audit/Acctg	22,518.75	8,100.00	16,000.00	1,000.00	17,000.00	2,000.00	18,000.00
Printing	-	-	-	-	-	-	-
Rent-Satellite Office	2,400.00	2,400.00	-	-	2,400.00	2,400.00	2,400.00
Maintenance - Copier	1,156.55	1,600.00	2,400.00	2,500.00	2,550.00	2,601.00	2,653.02
Vehicle Purchase	-	20,000.00	26,000.00	26,000.00	-	27,000.00	28,000.00
Maintenace - Vehicles	1,575.71	2,000.00	3,000.00	4,500.00	4,590.00	4,681.80	4,775.44
Sub-Total Administrative Expenses	\$ 170,846.12	\$ 200,922.00	\$ 285,685.00	\$ 235,680.00	\$ 229,708.60	\$ 245,276.27	\$ 268,158.80
OFFICE BLDG. OPERATING							
Interest Expense & Principal - Office Bldg.	\$ 88,949.63	\$ 45,109.00	\$ 44,000.00	\$ -	\$ -	\$ -	\$ -
Utilities/Alarm Monitoring	15,937.95	17,000.00	19,000.00	20,000.00	20,400.00	20,808.00	21,224.16
Janitorial Supplies	10,319.86	12,386.00	13,568.00	14,111.00	14,393.22	14,681.08	14,974.71
Maintenance Office Bldg.	4,108.06	11,200.00	18,200.00	19,000.00	19,250.00	19,500.00	19,750.00
Landscape Maintenance Services	-	-	4,000.00	4,200.00	4,300.00	4,400.00	4,500.00
Leasehold Improvements	-	30,000.00	23,000.00	25,000.00	25,000.00	26,000.00	26,000.00
Sub-Total Office Building Operating	\$ 119,315.50	\$ 115,695.00	\$ 121,768.00	\$ 82,311.00	\$ 83,343.22	\$ 85,389.08	\$ 86,448.87
NON-ADMINISTRATIVE-OPERATING							
Woodstove Reduction Program/Bounty	\$ 119,400.00	\$ 120,000.00	\$ 138,000.00	\$ 120,000.00	\$ 120,000.00	\$ 120,000.00	\$ 120,000.00
ARP - EPA - Operational	\$ -	\$ -	\$ 131,500.00	\$ -	\$ -	\$ -	\$ -
Ecology Oversight Fees	11,500.00	15,000.00	15,000.00	15,300.00	15,600.00	15,900.00	16,200.00
Monitoring Program - CPO	28,920.45	34,500.00	34,500.00	35,000.00	31,000.00	31,000.00	31,000.00
Community Scale Air Toxics	168.01	-	-	-	-	-	-
Monitoring Programs	4,930.42	5,490.00	5,490.00	5,500.00	5,610.00	5,722.20	5,836.64
Security Deposit Refunds	271.00	-	-	-	-	-	-
Sub-Total Non-Administrative - Operating	\$ 165,189.88	\$ 174,990.00	\$ 324,490.00	\$ 175,800.00	\$ 172,210.00	\$ 172,622.20	\$ 173,036.64
GRAND TOTAL EXPENDITURES	\$ 2,449,583.93	\$ 2,577,360.00	\$ 3,022,698.00	\$ 2,837,993.64	\$ 2,882,249.27	\$ 2,954,292.54	\$ 3,033,929.51

Net Surplus (Deficit) \$ 127,615.59 \$ 143,850.00 \$ - \$ - \$ - \$ - \$ -

Breakdown of Net Surplus (Deficit):

Net Surplus (Deficit) to General Fund FY2021 \$ 127,616.00
 Net Surplus (Deficit) to General Fund FY2022 TBD

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

5-Year Budget Forecast

	Actual	Current Budget	Proposed	Projections	Projections	Projections	Projections
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
BEGINNING Fund Balance.....	\$ 1,721,076	\$ 1,848,692	\$ 1,935,551	\$ 1,741,106	\$ 1,513,883	\$ 1,279,800	\$ 1,013,819
Plus: Revenue Fiscal Year	\$ 2,577,199	\$ 2,548,688	\$ 2,828,253	\$ 2,610,771	\$ 2,648,165	\$ 2,688,312	\$ 2,727,224
Less: Expenditures Fiscal Year	\$ (2,449,583)	\$ (2,461,829)	\$ (3,022,698)	\$ (2,837,994)	\$ (2,882,249)	\$ (2,954,293)	\$ (3,033,930)
ENDING Fund Balance 06/30/20xx	\$ 1,848,692	\$ 1,935,551	\$ 1,741,106	\$ 1,513,883	\$ 1,279,800	\$ 1,013,819	\$ 707,114
General Fund Balance applied to FY Budget (Admin Reserve)	\$ -	\$ -	\$ 303,890	\$ 237,222	\$ 244,084	\$ 275,981	\$ 316,705
Fund Balance ALLOCATIONS							
Contingency & Capital Funds							
Less: Expense Contingency (20% FY Budget less Title V Exps)	\$ 391,963	\$ 371,643	\$ 489,178	\$ 442,110	\$ 454,324	\$ 466,330	\$ 479,807
Less: Title V	See Below	See Below	\$ 10,000	\$ 20,000	\$ 30,000	\$ 40,000	\$ 50,000
Less: ORCAA Tenants Security Deposits	\$ 5,000	\$ 5,300	\$ 5,300	\$ 5,300	\$ 5,300	\$ 5,300	\$ 5,300
Capital Funds							
Less for Office Building	\$ 60,000	\$ 90,000	\$ 120,000	\$ 150,000	\$ 170,000	\$ 190,000	\$ 210,000
Less for Monitoring Equipment	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Less for Database/Equipment	\$ 145,000	\$ 180,000	\$ 215,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000
Less for Vacation/Sick Leave	\$ 213,510	\$ 169,353	\$ 175,000	\$ 170,000	\$ 173,000	\$ 176,000	\$ 173,000
Sub-Total Committed/Restricted/Designated Funds	\$ 835,473	\$ 836,296	\$ 1,034,478	\$ 1,057,410	\$ 1,102,624	\$ 1,147,630	\$ 1,188,107
Contingency Fund							
Title V Program (due General Fund)	\$ (144,339)	\$ (90,441)	\$ -	\$ -	\$ -	\$ -	\$ -
Ending UNDESIGNATED Fund Balance Year End	\$ 1,157,558	\$ 1,189,696	\$ 706,628	\$ 456,473	\$ 177,176	\$ (133,811)	\$ (480,993)

Year End 6/30/2021 6/30/2022 6/30/2023 6/30/2024 6/30/2025 6/30/2026 6/30/2027

ORCAA Long Term Liabilities...	Balance 6/30/21	Balance 6/30/22	Balance 6/30/23	Balance 6/30/24	Balance 6/30/25	Balance 6/30/26	Balance 6/30/27
-Office Building, Promissory Note to be paid 12/1/2022 Interest rate 2.491%, no penalty early payoff	\$44,273	\$43,954	\$0	\$0	\$0	\$0	\$0

"Operating Reserve 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 Reserve 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

During Fiscal Year 2023, the following maintenance and leasehold improvements are included in the budget.

		<u>Estimates</u>	
<u>Leasehold:</u>			
L	Upgrade oldest HVAC unit in Ste #101 and #102	\$ 23,000	
			\$ 23,000
<u>Maintenance:</u>			
M	Sunrise Pest Control, annual contract	\$ 1,000	
M	Air Handlers, annual contract HVAC, maintenance parts	\$ 4,000	
M	Re-stripe parking lot, reseal and /or gravel parking lot	\$ 3,200	
M	electrical, plumbing, small replacements, miscellaneous maintenance (door closers)	\$ 2,000	
M	clean and paint exterior hand rails (east side stairwell, west side Ste B entrance)	\$ 400	
M	Gutter maintenance, roof cleaning	\$ 800	
M	window cleaning	\$ 500	
M	Paint exterior West wall and reside	\$ 3,300	
M	replace flooring in restrooms	\$ 2,000	
M	replace front entry floor Suite A south side of building with tile flooring or alternate	\$ 1,000	
			\$ 18,200
			<u>\$ 41,200</u>
Landscape	Landscape maintenance (annual landscape contract)	\$ 4,000	

5/6/2022

Within #
Year(s)

Future Projects:

<u>Exterior</u>		<u>Within #</u> <u>Year(s)</u>
replace exterior camera system		< 1
replace roof (existing roof installed July 2003-The Roof Doctor, Inc. Olympia)		4
replace gutters and downspouts at same time of roof replacement		4
gravel north parking lot		2
re-stripe parking lot / RESEAL		1
paint exterior (3 of 4 walls, south wall completed in Sept 2019)		3
replace siding on west and east walls		1
new entry door to warehouse		3
replace or realign door on 2nd floor (outside ASM's office), entry to 'tenant' side		2
weather stripping doors, windows, and vapor barrier in crawl (check for moisture)		2
landscape maintenance & clean up (and secure annual landscape contract)		< 1
replace windows as needed, seals have been comprised		5
Ste A entry; concrete work to prevent/eliminate water puddling at entrance		2
Solar on bldg (costs yet to be determined)		2-3
<u>Interior</u>		
replace front entry floor Suite A south side of building with tile flooring		1
replace carpet in Ste A "great" room, 2nd floor PIO, ASM offices	- replace flooring with carpet, vinyl, or laminate wood	
	Avg \$5/sqft carpet, \$1.50 sf installation x 2600 sf (incl FrontOff, DA,FM,RM,MG,Lab,greatroom)	5
replace carpet in :	Ste B common area	5
	each office suite #101, 102, 104, 105, 106, 200, 201-large room	5
replace baseboard trim when flooring is replaced		5
replace window blind in Ste #101		1
replace vinyl flooring in all restrooms (up to 6 restrooms)		5
interior painting of building (including restrooms, kitchens, hallways, etc. as needed)		5
insulation of walls, attic, crawl spaces to reduce noise and weatherization needs		5

Electrical

install surge protector on both electrical panels	1
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HVAC

replace HVAC systems as follows:		
combine units #3-Ste B Lobby (2004 gas) and #4 services #101 & #102 (1987 model); change duct work to size for one unit		2
replace Unit #5 located in conference room (1987 unit)		3
FYI: #6 Lennox gas unit services 2nd floor and partial 1st floor Ste A (installed in June 2015)		
#2 Carrier gas unit services great room (2012 unit)		
#1 gas unit services Suite #103 (2002 unit)		
#7 gas furnace services Warehouse (March 2019)		
install secondary thermostat sensor(s) for Offices #200 and #201 for improved temperature control		2
install ceiling fan or air turbine fan (air pear fan) in great room (located on Ste A side)		1

Other

purchase new conference room chairs (12)	Est. \$75/ea
new street sign on Limited Lane (including improved access to change out tenant names)	
consider card key entry lock system or keyless system (move away from traditional key lock system)	
Pros: keyless, code access, virtual keys, monitoring access	Cons: Hackers, forgetting code, install costs, power failure

Notes:

12/26/2019	received bid from electrician for installing surge protectors at both main panels
2019, 2021	conducted walk-thru with HVAC company to research options on HVAC
2020	structural engineer site visit to evaluate roof/beam

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/Building/5-year schedule