

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

Finance Committee Meeting

February 11, 2015

Members present: Steve Rogers, Pacific County
Cynthia Pratt, City of Lacey (Chair)

Members absent: Jim Cooper, City of Olympia

Other Board:

Staff Present: Fran McNair, Executive Director; Jennifer DeMay, Engineer; Lynn Harding, Administrative Services Manager; and Debbie Moody, Office Manager/Recorder

The meeting came to order at 9:01 am.

Rogers moved approval of the Agenda. Pratt seconded the motion and it carried unanimously.

Rogers moved approval of the January 14, 2015 Minutes. Pratt seconded the motion and it carried unanimously.

NEW BUSINESS

NSR Fee Proposal

DeMay explained the reason we are reviewing the fees. Currently our fees are not covering the cost of the program. The current fees were originally set to cover the cost of specific applications and the remainder of the time spent in the program is being picked up by the assessments and general funds; the goal is to have the permittee pay for the program. A second issue is additional billing is going out to 75% of the permittees. Applicants prefer to know their fees up front, rather than have additional billings on a monthly basis as the permit is being processed. DeMay noted the current fees do not account for any administration costs and the proposed fees will cover administration costs, which account for quite a bit of time, especially for those permits that have public hearings.

DeMay explained the process to come up with the new fees. She covered workload, complexity of sources, and hours, on average, for current permits. DeMay also pointed out those types of functions, performed by staff, that are not currently covered by the permit fees. These included functions such as updating applications, permit templates, research, public education and other administrative functions.

DeMay briefly went over Notice of Intent. She noted these are typically portable and temporary sources. The applications are usually not as complicated and don't take nearly as long to process as the source would have already gone through a Notice of Construction process. These applications are submitted 15 days prior to moving the equipment. Notices of Intent fees will be a flat fee, which is how current fees are done as well.

Rogers asked if there is an agency standard? Do all agencies do it different? McNair explained the review processes can be different and their fees are different as well. McNair did note our fees are not the highest, we are near the middle with the proposed fees. DeMay noted the other air agencies do have Notice of Construction and Notice of Intent permitting, they set fees differently and the list of equipment to be permitted may be slightly different.

Rogers asked what the percent of increase will be. DeMay stated we didn't calculate it that way but we could.

DeMay did note that our proposed equipment fees are based on \$72/hr. Any hours beyond the base hours would be billed at \$72/hr. The current hourly fee is \$80/hr.

DeMay showed fee comparisons with the other air agencies which included Spokane Clean Air Agency, Southwest Clean Air Agency, Puget Sound Clean Air Agency, Northwest Clean Air Agency and Ecology.

The current and proposed fees are in the packets. McNair stated we do plan on doing outreach and education prior to a public hearing to change the fees. Rogers and Pratt requested staff produce a side-by-side comparison for better understanding of the changes. DeMay stated she would bring a comparison back to the Finance Committee in March.

DIRECTORS REPORT

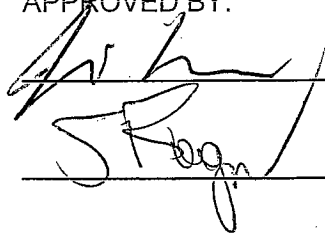
There was nothing further for the Committee.

The meeting adjourned at 9:36 am.

PRESENTED BY


Franacea L. McNair, Executive Director

APPROVED BY:



APPROVED and SIGNED this 11 day of March 2015