

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

Finance Committee Meeting

March 11, 2015

Members present: Steve Rogers, Pacific County
Jim Cooper, City of Olympia

Members absent: Cynthia Pratt, City of Lacey (Chair)

Staff Present: Fran McNair, Executive Director; Jennifer DeMay, Engineer II; and
Debbie Moody, Office Manager/Recorder

The meeting came to order at 9:02 am.

Rogers chaired in Pratt's absence.

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

Cooper moved approval of the February 11, 2015 Minutes. Rogers seconded the motion and it carried unanimously.

UNFINISHED BUSINESS

NSR Fee Comparison - Update

McNair explained the fees we will be discussing, won't come before the Board likely until April or May. We want to do some public outreach as soon as possible with regards to the proposed fees.

DeMay went through the presentation, explaining the need for the fee increase and how it will affect our sources. The fees discussed were Notice of Construction, Notice of Intent and Variances.

Rogers asked the procedure for non-payment. DeMay explained permits are not issued until all fees are paid in full. If payment is not received they can receive a notice of violation, with penalties and if all else fails, their accounts will be sent to collections. DeMay noted they would still need their permit or remain in violation as well.

Cooper asked if the complexity issue is clear to staff. DeMay noted there is a list of the most common sources, by complexity. However, DeMay continued, staff will, on occasion, have to make a determination for a unique piece of equipment. The complexity is set based on how many hours it takes to do a permit. Cooper agreed that made sense.

DeMay did show a comparison of our proposed fees to those of other air agencies. McNair noted we are not the highest and Spokane and Northwest are the only agencies currently covering 100% of their costs. Cooper asked if any other agency is currently undergoing changes to their fees. DeMay stated she didn't know, however Spokane and Northwest include a CPI in

their resolution. Cooper asked if we will be doing that as well. McNair stated it is in the proposal.

Noting DeMay stated training time is not included in the fee structure, Cooper asked how much it would impact fees to include it. DeMay stated it likely would not be much of an impact on fees. Cooper felt it was more transparent to start the public education with all fees accounted for, then make adjustments based on public comment. Cooper felt it was misleading to say we are going to try to cover our cost if we aren't. McNair noted we are not going for 100% cost recovery. DeMay also noted we won't know how well the proposed fees cover the cost until they are implemented. These fees are tied strictly to permits coming in, DeMay continued, and we have no idea what projects are going to come in. We may find the fees are still too low to cover the cost.

McNair did note we are hoping to do three open house type meetings; Port Angeles, Aberdeen and Olympia. We will schedule them beginning at 4pm so those people that work can stop by if they are interested.

DeMay went over the fee structure noting it will consist of an equipment fee, a complexity fee, and if need be an hourly fee set at \$72 per hour.

Cooper asked if staff ran the new numbers against previous permits. DeMay stated they had done a comparison with 5 years of data, with an early version of the fee proposal. We have made quite a few changes and the comparison was very time intensive so we didn't run it again.

Rogers asked what was needed from the committee at this time. DeMay stated we need the committee's blessing to move forward with the public process and we will bring this presentation to the full Board at the April meeting. We will schedule a public hearing for May.

Cooper moved approval of the proposed fee changes for Notices of Construction, Notice of Intent and Variances and the public outreach plan that is associated with the fee change. Rogers seconded and the motion carried unanimously.

There was nothing further for the Committee.

The meeting adjourned at 9:42 am.

CERTIFICATION

I hereby certify this is a true and correct copy of the minutes of the meeting of the ORCAA Finance Committee held on March 11, 2015, in Olympia, Washington.

ATTEST:


 Francea L. McNair, Executive Director
 Olympic Region Clean Air Agency


 Cynthia Pratt, Chair
 ORCAA Finance Committee

DATED:

April 8 2015