

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

**Finance Committee Meeting**

January 13, 2016

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

Members absent:

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

The meeting came to order at 9:05 am.

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

Pratt asked for approval of the Minutes of October 14, 2015. Cooper moved approval of the Minutes. Rogers seconded the motion and it carried unanimously.

**NEW BUSINESS**

FY2016 2<sup>nd</sup> Quarter Report

Harding briefly went over the revenue and expenditures noting the budget approved a \$2,162,000 budget and we have collected approximately 50% of our revenues and spent 49% of our expenditures. Harding went over some line items in detail. Cooper noted the asbestos program is doing well. Pratt wondered if the program would ever go away, noting we continue to remove asbestos and demolish older buildings so at some point there won't be any asbestos.

McNair explained there are still products being made with asbestos, so it isn't going away anytime soon. McNair added if there does ever come a time when asbestos isn't an issue, we would focus our work on other programs and we just adapt to the changes.

Harding continued going over line items.

McNair briefly went over some changes in the legislation regarding funding, noting we do expect cuts in the future. McNair explained she will continue working with NACAA and the other local air agencies, as well as EPA to minimize the impact. Pratt asked McNair for bullet points regarding the cuts so members of the Board could use them when discussing federal priorities and other issues with the legislators.

Harding completed the revenue line items with no significant comments or questions.

Harding moved on to expenditures, briefly going over line items. Harding noted we had a little savings in salaries due to our IT person leaving. We have hired a new staff member, at a slightly lower salary, so we'll have a bit more savings this year. There was no discussion.

Harding explained the fund balance, going over the reserve funds noting we continue to add funds to our different reserve accounts. Harding stated we typically do our best to use existing funds for purchases, however if we need to use the reserve funds we do come to the Board for approval.

There was discussion regarding a vehicle replacement plan. McNair explained our current vehicles are all similar in age and we would like them spaced out a bit and have a replacement plan in place.

Pratt noted it appeared ORCAA is on budget and asked if there was any further discussion.

Harding noted staff is going out to bid to have all the exterior lighting changed to LED fixtures. We are working with PSE's program and hope to get some rebates. Cooper asked staff to look into what it would cost for ORCAA to be on 100% Green Power. McNair stated she would look into it.

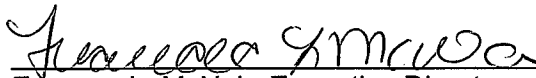
Pratt asked if there was anything further for the committee, hearing none Pratt adjourned.

The meeting adjourned at 9:44 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 January 13, 2016, in Olympia, Washington.

ATTEST:

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

  
Cynthia Pratt, Chair  
ORCAA Finance Committee

DATED: April 13, 2016