

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

Finance Committee Meeting

January 11, 2017

Members present: Cynthia Pratt, City of Lacey (Chair)
Wes Cormier, Grays Harbor County
Jim Cooper, City of Olympia

Members absent: Terri Jeffreys, Mason County

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

The meeting came to order at 9:02 am.

Pratt asked for approval of the Agenda. Cooper moved approval of the Agenda, it was seconded and carried unanimously.

Pratt asked for approval of the Minutes of October 12, 2016. Cormier moved approval of the Minutes, it was seconded and carried unanimously.

FINANCE REPORT

FY2017 Quarterly Report

Harding stated, in summary, we are at 50% of our revenues and 49% of our expenditures.

Harding briefly went over the Revenue line by line. Noting Registration is down by about \$30,000. McNair explained we anticipated registering the marijuana facilities and we have been unable to collect from many of them. McNair stated it is possible they are waiting to see how the PCBH cases are finalized. We have also lost some sources this year, McNair stated, and it is likely we will pick up a few. We anticipate we'll collect part of the \$30,000 we are short.

Harding continued going over line items. Harding noted our woodstove buyback program continues to be successful and we are down to our last \$700, which will cover 2 bounty paybacks. After that, Harding continued, we will have to look for more funding somewhere to continue the program. Cormier suggested contacting the Nature Conservancy for funding items such as that. Cormier noted they spoke with the county and they were willing to fund septic systems for low income families. They may be a good source. McNair stated she would contact them. Cooper asked if any of the cities have put a tax on woodstove installation, which would be a good nexus for harm.

Harding noted we are close to reaching our projection on fines and Cooper asked who designates what the fines are used for; asking if we meet our budgeted amount in fines, can the additional money be used to fund things such as the woodstove buyback program. McNair stated it could be done. McNair noted the Board could pass a resolution that states if the fines come in at X% over budget, X% will go toward woodstove replacement. Cooper asked staff to

consider this and come back to the Board later.

Harding finished going over the revenue and moved on to the expenditures, noting we did have some changes in staff so we will have some savings in salaries. Overall, Harding continued, our expenditures are at about 49% half way through the year. Harding gave a brief overview of the ending fund balance. There were no significant comments on the current budget.

Cooper requested a liability balance sheet be added to the quarterly review packet for the finance committee. We would like to see the true assets and liabilities, building balance, debt, etc. Harding stated we are on a cash basis of accounting so our reports are a bit different. Harding requested specific items the committee would like on the report. Cooper felt the building is the biggest debt. Harding suggested we pull out the building and reflect the retirement liability.

There was nothing further for the Committee.

The meeting adjourned at 9:45 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 11, 2017, in Olympia, Washington.

ATTEST:

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

Cynthia Pratt, Chair
ORCAA Finance Committee

DATED: 3/8/2017