

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

Finance Committee Meeting

October 11, 2017

Members present: Cynthia Pratt, City of Lacey (Chair)
Wes Cormier, Grays Harbor County
Terri Drexler, Mason County
Jim Cooper, City of Olympia (arrived at 9:15am)

Members absent:

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

The meeting came to order at 9:03 am.

Pratt asked for approval of the Agenda. Cormier moved approval of the Agenda, the motion was seconded and carried unanimously.

Pratt asked for approval of the Minutes of September 13, 2017. Drexler moved approval of the Minutes, the motion was seconded and carried unanimously.

FINANCE REPORT

First Quarter Report FY2018

Harding briefly went over the Revenues and Expenditures. We are currently at 34% of our budgeted Revenue, Harding explained. Harding went over a few line items in the Revenue section. Harding did note we are doing well in our investment pool, thanks to Thurston County. Our building rental income continues to fluctuate. We did lose our warehouse tenant and we received notice that we will be losing a tenant that was using 2 offices. They will be out by the end of October. Harding stated we will be increasing the rentals (for all tenants) by CPI and will be offering year-long leases to our existing tenants.

McNair stated because we still have no capital monies, we do not anticipate a woodstove buyout grant. We do hope, when the legislature comes back in January, that the capital budget passes. When McNair attended the national meeting, she spoke with several EPA staff and they love our CPO site. We do not know what we will be getting for federal funding, but their perspective was that congress will provide for grant funding, while less funding will go toward EPA staff. Pratt asked if staff is reduced at EPA, will that affect our agency? McNair stated it could, however we don't rely on EPA. We have requested delegation of authority for several rules and once it goes through they are even less involved. We have a good relationship with EPA and we don't see that changing.

Cormier asked if the state has made marijuana available to the air agencies? McNair stated they have not.

McNair noted she did talk to Ecology to see if they knew of any cuts coming to us. We were told they didn't think so. We do have money through November, but have not heard anything further. McNair added we are looking at receiving a rather large fine from Ocean Protein. They have received 5 Notices of Violations in the past few months which will result in about \$25,000 in fines.

Harding continued with Expenditures, noting we are currently at 24%. Harding did go over a few line items, noting AWC only had a slight increase in benefit costs and we did reflect the 2% Well City reduction. Our professional services are a bit higher than normal due to the legal costs on marijuana cases. McNair added we have no significant savings in payroll this year as we are fully staffed. We did lose our janitor and we are currently advertising for that position. It was suggested to contact Morningside or the Exceptional Foresters for potential janitorial help.

Harding moved on to the Fund Balance sheet, noting we began the year at \$1.5 million and are currently at \$1.7 million. Harding noted our reserve account of approximately \$590,000 for those line items the Board set up, leaving us with an unreserved amount of approximately \$1.1 million.

The committee discussed the break-in, by a homeless person, at our Lacey site. It was noted there was no damage to any of our instruments. There was also some discussion regarding some possible tenants for the warehouse space. No action was required by the committee.


There was nothing further for the Committee.

The meeting adjourned at 9:41 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 October 11, 2017, in Olympia, Washington.

ATTEST:



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



Cynthia Pratt, Chair
ORCAA Finance Committee

DATED: 1/10/2018