

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

**Finance Committee Meeting**

January 9, 2019

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

Members absent: Terri Drexler, Mason County

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

The meeting came to order at 9:01 am.

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

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**FINANCE REPORT**

Fiscal Year 2019 second quarter report

McNair stated we are still down one staff member, so you will see some savings in our budget. Harding noted, for the income statement summary, we are doing well. We have collected 45% of our revenues and expended 44% of our budget. Harding did state we do not have any concerns with incoming revenue at this point. The federal shutdown has affected \$61,000 in funds that cover October, November and December. We are prepared to submit our request for funds as soon as they allow us to draw our funds down. We do not anticipate this being an issue over the long term.

We still have one vacancy in our building, Harding stated.

We will see a bit of an increase in the benefits line in the next quarter due to a slight increase in cost. That increase was included in the budget, Harding noted. The benefit line does also include the 2% reduction we received from the E-Well City program. McNair added the line will also include the premiums for the new family leave program. We are slightly above in training and conferences, Harding continued, and that is a result of hiring new staff. Cooper noted a small amount under vehicle purchase. Harding thanked him and explained it should have been under vehicle maintenance. Under building expenditures, we will be installing a small gas heater in the warehouse, Harding stated.

The woodstove buyback and bounty program continues. We have spent \$27,000 to date and have \$5,200 ready to pay out tomorrow. We are underspent; however, we expect people to start requesting change-outs over the next few months.

Harding moved on to the Fund Balance sheet. We started the year with \$1.5 million and we are currently sitting at \$1.6 million. Our reserves of \$639,000, with an unreserved amount of \$973,000.

Pratt asked if we have any indications of changes for next quarter. Harding noted, the additional revenues (assessments) and quarterly reimbursements for our grants. Also, Harding continued, depending on the feds, our grants from them as well. We don't foresee anything on the expenditure side that isn't already budgeted for.

Harding explained we are in the process of drafting the Title V Air Operating Permit for EFSEC. We have been putting in additional hours, partly due to WAC and RCW changes that need to be incorporated into the permit. After doing budget projections, we have determined we will be needing additional funding. Harding stated she will be sending in an amendment, requesting an additional \$41,000 to get us through June 30.

Pratt requested staff let the Board know when EFSEC will be holding their hearings.

Harding wanted to remind the committee the State Auditor's office has scheduled to come to the February Board meeting to conduct their exit conference.

There was nothing further of the committee.

The meeting adjourned at 9:27 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 9, 2019, in Olympia, Washington.

ATTEST:

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

  
Cynthia Pratt, Chair  
ORCAA Finance Committee

DATED: April 10, 2020