

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

**Finance Committee Meeting**

June 12, 2019

Members present: Cynthia Pratt, City of Lacey (Chair) (arrived 9:18am)  
Wes Cormier, Grays Harbor County  
Randy Neatherlin, Mason County  
Jim Cooper, City of Olympia

Members absent:

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

Pratt was running late so Cooper brought the meeting to order at 9:02 am.

Cooper noted consensus for the Agenda.

Cooper asked for approval of the Minutes. Neatherlin moved approval of the Minutes, the motion was seconded and carried unanimously.

**FINANCE REPORT**

Executive Director's Salary

Neatherlin requested Executive Session to discuss the Director's salary. Cooper requested staff leave the room at 9:03am, noting they should reconvene in no more than 10 minutes.

The committee convened at 9:13am. Cooper noted there was no decision made during Executive Session.

Cooper noted, after talking to McNair it was verified the only change in the budget from what we reviewed last meeting was \$16,000 less coming out of the reserve funds. The reason for the reduction was due to filling a building vacancy. Also, Cooper continued, McNair noted we will be putting back approximately \$50,000 back in our reserves at the end of FY19. McNair added we sold the Element recently.

Cooper noted the director's salary, for FY20, does include a 2.9% COLA, which is the same as the rest of staff. During the discussion, it was decided the committee would like to take an action on the salary. Neatherlin moved the committee recommend, to the Board, approval of the 2.9% COLA as is presented in the budget. The motion was seconded and carried unanimously.

Cooper noted the decision was based on the budget, not on performance.

Draft Fiscal Year 2020 Budget

Cooper asked if there were any further questions regarding the proposed budget. Neatherlin moved bringing the budget, completely as presented, to the full Board for approval. Cooper thanked the staff for their work on the budget. McNair did note we will continue to review our fees, evaluating them and bringing them to the committee or Board for review. Neatherlin asked if adjustments in fees would result in budget amendments. McNair stated it would. Neatherlin did note he was in support of looking at fees because the fees should cover the cost of doing business.

Cooper called for the question. The motion was seconded and carried unanimously.

Neatherlin wanted to note he is tough on budgets and stated these have been done very well, very professional and he appreciates the conversations we have had, and how easy it is to work with everyone. (Pratt arrived at 9:18am). Neatherlin gave some examples of issues he's had with other entities and budgets. McNair noted we are very transparent, and we have the staff involved. Cormier added he was impressed with what ORCAA's does with their limited budget, noting the technology is better than the county's. Neatherlin stated he wanted to pass on that he spoke with Sierra Pacific and they have no issues with ORCAA. He noted he has contacted a few other sources and noted there were no complaints. McNair appreciated the comments and noted she would share with staff.

For the record, Cooper stated, we have been joined by Pratt and he filled her in during the interim. Cooper asked if Pratt had anything for the good of the order; she did not. Pratt did apologize for being late.

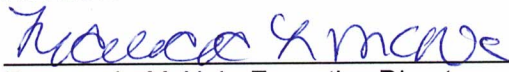
There was nothing further of the committee.

The meeting adjourned at 9:22 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 June 12, 2019, in Olympia, Washington.

ATTEST:

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

  
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Cynthia Pratt, Chair  
ORCAA Finance Committee

DATED: 10/10/2019