

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

Finance Committee Meeting

October 9, 2019

Members present: Cynthia Pratt, City of Lacey (Chair)
Randy Neatherlin, Mason County
Jim Cooper, City of Olympia

Members absent: Wes Cormier, Grays Harbor County

Staff Present: Fran McNair, Executive Director and Debbie Moody, Recorder

The meeting was called to order at 9:05 am.

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

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

FINANCE REPORT

Fiscal Year 2019 Year End Report

McNair explained Harding was in training so she would give the finance report. McNair began by pointing out the box on the right side of the page that shows the percentage of income by type (fees, grants, etc.). McNair went over several line items. McNair noted our Notice of Construction permits did quite well this past year. Neatherlin did ask why the Assessments were not identical. D. Moody explained she had made a typographical error on an invoice.

McNair reminded the committee that our woodstove buyback program has been extended to all of Thurston County, Shelton, Port Angeles and Sequim. She also stated the state held back a portion of the funds this year. Those funds can be allocated to the different agencies once they use up their allotted portion.

McNair noted we did put \$66,000 back into our reserves at the end of the year. McNair briefly went over the fund balance sheet, noting the set-aside funds for Title V, monitoring, office building fund and the database.

McNair went into detail about some of the work we will be doing on the building in the future, including replacing duct work, the roof and carpet.

Cooper asked if staff should put together a 5-year plan for the building. The committee could then decide if the reserve is at the right balance, Cooper noted. Cooper suggested we take a look at this during the next budget cycle.

Fiscal Year 2020 First Quarter Report

McNair pointed out the new sheet shows Fiscal Year 2019 in the left column, so you can see where we were compared to now, Fiscal Year 2020. The new sheet shows final for FY19, as well as budgeted and current for FY20.

McNair went over several revenue line items. Cooper noted he felt like the 'reserves' should be

called contingency funds, as that is how they are to be used. The committee agreed. Cooper asked if it could be changed in the next budget session. McNair said we will check with the auditors.

McNair briefly went over the expenditures. Cooper asked why the insurance payment was higher than budgeted. McNair noted she would ask Harding for an explanation.

McNair stated our medical insurance looks great. Regence had no increase and Kaiser was 1-3%. Dental and Vision had no increase as well. Cooper asked when the last time was that we compared AWC to PEBB? McNair thought it had been last year. Cooper felt the Uniform Medical Plan on PEBB is the best package out there. Pratt noted AWC has the wellness discount, as well as a new Naturally Slim program. Pratt added AWC also included hearing aids and hearing exams in their new plans. McNair noted the hearing aids coverage won't cover the entire cost, but we had nothing previously.

Neatherlin noted he understands that staff likes the coverage, but what is the cost difference between AWC and the PEBB. Neatherlin requested staff look at the cost difference and report back. Cooper thought it would be good to do that comparison every couple of years. McNair did say she would bring the comparison during the budget process.

McNair continued with expenditures and the fund balance sheet.

McNair noted she also had a 2013-2019 sheet, available for review, that shows the 7-year average for our revenues. She also had a spreadsheet showing the previous 7 years of fines. McNair explained she likes to budget the \$55,000 each year, knowing it could be higher or lower.


There was nothing further of the committee.

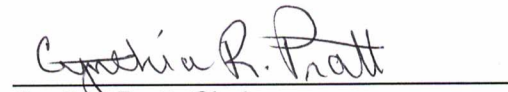
The meeting adjourned at 9:47 am.

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 9, 2019, in Olympia, Washington.

ATTEST:


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


Cynthia Pratt, Chair
ORCAA Finance Committee

DATED: Jan. 8, 2020