

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

Finance Committee Meeting

January 8, 2020

Members present Cynthia Pratt, City of Lacey (Chair)
 Jim Cooper, City of Olympia
 Wes Cormier, Grays Harbor County
 Randy Neatherlin, Mason County (9:10am)

Members absent

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

The meeting was called to order at 9:02 am.

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

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

FINANCE REPORT

Fiscal Year 2020 – Second Quarter Report

Harding went over the quarterly report, ending December 31, 2019. It was noted, overall, we are doing well. We have received 49% of our revenues and have spent 51% of our expenditures. Harding noted this is typical for a second quarter. Harding briefly went over line items.

Harding did note we had a delay in our Community Toxics Program; however, we do not anticipate having to come back for a budget amendment as we currently have enough budget authority to cover the program. Pratt asked what the threshold is, where staff would have to come back to the committee. Harding explained if we don't have budget authority to cover our expenditure for the fiscal year, we would come to the board for a budget amendment. Harding noted our budget authority is the bottom line--\$2.4 million.

Harding did explain we have opted to go with a janitorial service, rather than hire an employee for the position. Because of this, during the budget process we will remove that position from the payroll line and add it to the janitorial line. Neatherlin asked why we wouldn't do that during the year. Harding noted we don't see a need at this time to make a budget amendment because we feel we can cover it in our budgeted authority. Cooper asked if we have a written policy for the amount staff have over line items. Harding explained we follow the state auditor's guidelines and there is no line cap, it is the bottom line. Neatherlin stated he isn't always comfortable with a complete bottom line authority. Cooper agreed. Harding stated we could come up with a policy if you choose. McNair restated, you want to look at a policy for expenditures, revenues, and approvals for adjustments.

Neatherlin also requested another percentage line that shows where we were, at that same time, the previous year. This will allow us to see if we are truly on track. Harding stated she could add that column.

Harding wanted to remind the committee the woodstove buyback program got a bit of a late start; however, we have been getting applications in and have spent \$58k of the \$100k budget thus far.

We currently have another \$14k to pay out this week. Harding added, Ecology did hold back \$75k, in the event an agency expends all their allocation and needs additional funds. Harding explained, if we were to get additional funds, we would request a budget amendment.

Maintenance Plan

McNair explained the managers did look this list over and we are missing 'sealant of parking lot' under the exterior section. We discussed graveling the back lot and striping the parking area, but we also need to reseal the lot. At some point, McNair stated, we need to do something with the back lot. We would like to pave it with some pervious surface. Harding did add we have investigated this previously. Neatherlin stated we should ask the commissioner to send a chip sealer over. McNair stated we would have to bid it out. Cooper stated it is a small enough project, the city should be able to do it through a local agreement. McNair stated she would talk to our attorney to see if it is a possibility.

McNair noted there are several things on the plan that absolutely need to get done and we have noted them as 'year 1' on the plan. Harding added we continue to keep an eye on the building, and we do keep a small line item amount in our budget to catch smaller issues as they arise.

Neatherlin requested each item have a cost associated with it. Cooper agreed. It is hard to discuss a plan without knowing the cost. Cooper noted we have \$30k in the contingency fund, we need to know if that is enough, or at least what you expect that to cover. Neatherlin asked staff get bids and be prepared for budget time.

Cooper requested the 5-year contingency spend down would be a good to look at during the budget this year. Incorporate the Maintenance Plan costs into it, so we have an idea as to where we stand. Pratt asked that the items be priority. Neatherlin suggested contacting Johnson Controls for assistance on some of the maintenance projects, they may be able to assist with the breakdown of the costs.

PEBB vs AWC Benefits

McNair stated we have received information from both the PEBB and AWC. McNair showed the AWC program is less expensive in comparison. We also receive a 2% reduction in premiums through the AWC wellness program. McNair added, AWC's customer service is also phenomenal.

Neatherlin asked if there are less than 15 dependents, it isn't worth using the PEBB. Neatherlin stated, I believe, as a committee, we can say we agree with staff's recommendation.


There was nothing further of the committee.

The meeting adjourned at 9:56 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 8, 2020, in Olympia, Washington.

ATTEST:


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

 Cynthia Pratt, Chair
 ORCAA Finance Committee

DATED: 4/1/2020