

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

**Finance Committee Meeting – via zoom**

April 13, 2022

Members present       Greg Brotherton, Jefferson County (Chair)  
                                  Jim Cooper, City of Olympia  
                                  Randy Neatherlin, Mason County

Members absent

Staff Present            Jeff Johnston, Executive Director; Lynn Harding, Administrative Services  
                                  Manager; Mark Goodin, Engineering Manager; Dan Nelson, Communications  
                                  Manager; and Debbie Moody, Office Manager and Recorder

The meeting was called to order at 9:04 am.

Brotherton asked for approval of the Agenda. Neatherlin moved approval of the Agenda, the motion was seconded and carried unanimously. Brotherton asked for approval of the Minutes of January 12, 2022. Cooper moved approval, the motion was seconded and carried unanimously.

**FINANCE REPORT**

FY2022 Third Quarter Report

Harding gave a brief summary of the 2022 third quarter report noting the Board approved the annual budget of \$2.7 million in June. Harding went over a few line items. As of last week, we have received all of our AOP funds, Harding stated. We have received over 75% of our targeted income under our NOC program. Our Annual Registration is at 97% and we don't expect to receive any more. We have received our final assessments and we are now at 100%. You will notice our fines say we are at 349%. Harding explained we have received over \$191,000 in fines. It is difficult to estimate this line item, Harding stated, and a large portion of the penalties is from a few of our larger sources, McKinley, Westport Yachts, and Crown Cork & Seal.

Johnston noted we don't like to have to issue large penalties and we continue to work with our sources. We much prefer to get them in compliance than issue large fines. Johnston stated we are currently in conversations with a few sources regarding some large penalties, so this number could go up before the end of this fiscal year, while some may be received in our next fiscal year. Neatherlin asked if we are working with them before fining them. Johnston explained we work with them during the inspections, our permit engineers are always available to provide assistance, etc.

Brotherton asked about the low woodstove payments. Harding explained the program is running a bit slower due to shortages of inventory. Harding stated it is also because homeowners are reluctant to order and pay for equipment that is 3, 6, or 9 months out. Nelson added this program was supposed to start July 1, however the grant wasn't signed and implemented until October. Also, during heating season people are reluctant to remove and replace a working heating system. It is usually slower this time of year, but we do expect to see applications starting to come in starting next month.

Harding stated overall we have received 83% of our revenues. Cooper asked if we need permission to move funds from vacation/sick contingency fund to cover McNair's payout. Harding stated she will be discussing that, but at this point we are not looking at amending the budget. Cooper asked what we project to spend out of our general contingency fund this year. Harding stated she believes we will not draw on our general contingency fund at all.

Harding moved on to expenditures noting we have expended about 69% of our budget. Payroll costs

represent about 75% of our expenses. Non-payroll is at about 63%, nothing unusual under this category.

Under maintenance and building costs, we are only having to make an interest payment this year on our mortgage. We are a little high on our security monitoring due to some issues we had on our security panels. Harding explained we did not end up changing out our HVAC system this year as it is currently working. We will, however, get quotes on the change out so we are prepared in the event anything goes wrong.

Brotherton, noting the supply chain issue for our woodstove program, Do we want to get ahead of that, so we don't have an issue? Harding stated our HVAC maintenance people come in every 2 months to check on our system and our oldest system is currently doing well. We are confident they will alert us when we need to move forward with replacement. Neatherlin recommended to have it changed out between seasons. He suggested we bring in 5 companies to bid now and be ready. Cooper noted he was going to recommend the same thing. Cooper added he'd like to understand what it would take to get our building off of natural gas as well. Harding noted we can do that and reflect it in our 2023 leasehold maintenance improvements for the building.

Harding continued with expenditures noting we are on target at 69%. Harding asked if there were any other question prior to moving to the Fund Balance. There were none.

Harding stated we started the year with \$1.8 million and we are currently at \$2.3 million. With regards to Cooper's question on the payout for our former director, payment to McNair will take place in May. In either May or June, we would bring a resolution to the Board to transfer the funds out of the vacation/sick contingency fund, in an amount around \$44,000, into our general fund.

Cooper asked if that amount included Johnston's liabilities. Harding stated it did not, however that would be dealt with on June 30 when we update the contingency funds.

There was some discussion and explanation as to how the contingency funds are determined. Harding briefly explained how the Board set them up and how we determine the amount to set aside. There were no further questions regarding the FY2022 budget.

### FY2023 Draft Budget

Harding noted she included an assumptions page this year. We have a standing resolution stating we will follow the calendar year end, prior year's CPI, which is 7.4%. We decided to provide 4 options to our budget this year. Option 1 is consistent with an existing resolution capping fees at 3%, unless we do a workload analysis. We did have a workload analysis done, which is allowing us additional options. With that, option 2 is mid-range at 5.2% increase in both fees and salaries. Option 3 is an increase by the CPI of 7.4% for both fees and salaries. After looking closer at our budget, we went with a mix for option 4. We used 7.4% for our fees and added 3% for salaries. Harding asked if there were any comments.

Cooper noted the bottom line isn't affected as much as he would have expected. Those are relatively large shifts, yet they are within \$100,000. Johnston added, we have really looked at our options and thought carefully about it. We decided to add that fourth option, Johnston continued, to let you know we can make different decisions with regards to the increases. The reason we felt comfortable going with the 3% salary because we will be doing a salary survey in the coming year. If we find salaries are significantly below where we should be, we will have an opportunity to adjust them. This is just an example of a decision we can make in this process, Johnston noted.

Harding continued going over the budget, noting our grants are on multi-year contracts and some are at the end of their second-year cycle.

We do have a new grant this year, the American Rescue Program. This is a grant for our Cheeka Peak site and will include infrastructure improvements (new shelters and clean-up of the site). Harding noted Hadley would be giving an update at the Board meeting. Cooper asked if the grant includes staff time.

Harding noted it does not, however staff time should be covered with the Cheeka Peak grant.

Harding continued with the revenues. It was noted the AOP will see increases between 11-15% depending on which option is chosen. Part of their increase, Harding explained, is due to the workload exceeding revenue. Goodin noted our workload, the pandemic and the costs associated with McNair's departure increases the amount of cost attributed to the program. Cooper asked for examples of the fee increases. Goodin noted for FY2022 McKinley paid \$48,923 and at the high end will pay \$56,772 in 2023. SPI-Shelton paid \$87,096 in 2022 and on the high end would increase to just over \$107,019 for 2023. Brotherton was confused as to how AOP's increase is 11-15% if we are at 7.4%. Goodin explained the 7.4% would be applied to all the fee funded programs except our Title V program. This program is a federal program and is required to stand on its own, so we do a workload analysis each year.

Cooper, noting the time, stated we need to discuss the options. Brotherton agreed, we won't be discussing this at today's Board meeting. Cooper stated the hardest part for him was having anything less than 7.4% for staff. Our employees are losing money. Cooper noted he didn't think any other public employee will be seeing the 7.4%, and Olympia is likely averaging around 5% in the last budget cycle. Cooper noted he is leaning toward option 2, with 5.2% increase overall. He noted he was struggling and would almost like to see a scenario with 5.2% for staff and 7.4% for fees. Cooper noted, what is missing for me is 5-year unrestricted bottom line, it looks like we will burn through it in 3 years the way this model is set up.

Neatherlin noted Mason County moved away from COLAS. We do not see it as a true good measure of what to do. Mason County is not likely getting 5% this year. Neatherlin stated he was leaning towards the 3% option and recalculate as we do the comparable salaries. Neatherlin stated he has no problem making adjustments during the year.

Brotherton stated he is somewhere between Cooper and Neatherlin. He stated he is ok with option 1 and 2 but feels option 3 is burning too hot. Option 4 is creative, but looking through that macro lens, feels like we are just contributing to inflation. Brotherton stated he could be talked into either option 1 or 2.

Cooper felt the salary survey is going to be big and for that reason he'd like to soften that jump by using option 2. Cooper did add, the previous salary survey was phased in over three budgets. Harding stated that was correct.

Brotherton noted there is not much distance between our committee members and felt it will be similar at the full board. Brotherton asked Johnston how he saw the process going to make sure we have ample time to discuss the options with the entire Board before we make a decision in June.

Johnston clarified it sounds like the committee prefer the straight up options, rather than mix and match. Neatherlin noted he was in favor of 3% now and if a salary survey shows increases are necessary, set it up over a three-year timeline. He noted 5% is scary because it isn't happening in his county.

Brotherton asked if we want to keep salary and fee at the same level. Cooper noted he is a solid option 2 (5.2%). He added he may be ok with something between 3 and 5.2%. Neatherlin stated he would be on board with 5.2%.

Johnston noted it sounds like we will work with the 5.2%. Johnston noted we will look at that number to make sure that amount will help with covering cost and assist in paying for our programs.

Brotherton stated Neatherlin was set on 3%. Neatherlin stated, in the effort to move forward he would not stand against the 5.2% as Cooper suggested. Cooper stated, he would ask staff to bring back new recommendations based on this conversation and we can discuss this and come up with a recommendation to bring to the full Board.

Johnston asked if Harding understood what was needed. Harding stated it sounds like Option 3 and 4

are out. It sounds like options 1 and 2 with a possible new option 3, with 3% COLA increase and 5.2% for fees. Brotherton stated that is a potential, if that is necessary. Especially if your analysis shows we are going to be in the red in 5 years with the 3%. Cooper agreed, he would like to see a 5 year forecast.

ADP Payroll Processing

Brotherton asked if we need to discuss payroll processing. Harding noted we can bring this up at the full board. The committee was fine with that decision.

There was nothing further for 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 April 13, 2022, in Olympia, Washington.

ATTEST:

  
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Jeff C. Johnston, Executive Director  
Olympic Region Clean Air Agency

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Jim Cooper, Chair  
ORCAA Finance Committee

DATED: 5/11/2022