

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

**Finance Committee Meeting – via zoom**

September 14, 2022

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

Members Absent: None

Legal Counsel: Jeff Myers of Law, Lyman, Daniel, Kamerrer and Bogdanovich

Staff Present: Jeff Johnston, Executive Director; Dan Nelson, Communications Manager; and  
Debbie Moody, Office Manager and Recorder

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

**APPROVAL OF AGENDA**

Brotherton asked for approval of the agenda. Cooper moved approval of the Agenda, the motion was seconded and carried unanimously.

**APPROVAL OF MINUTES**

Brotherton asked for approval of the Minutes of May 11, 2022. Cooper moved approval, the motion was seconded and carried unanimously.

**FINANCE REPORT**

FY2022 Final Report

Johnston gave a brief report on the final budget for fiscal year 2022. It was noted the approved revenue was budgeted at \$2.7 million and we received nearly \$2.6 million. There were several line items that came in slightly less than budgeted, however our penalties we unusually high.

Under expenditures, Johnston continued, we budgeted nearly \$2.6 million and expended \$2.4 million. Payroll was slightly over due to payout of former director. It was noted travel expenses were down due to online trainings that cost less. Johnston did note the building will be paid off in December.

Cooper had questions regarding the building, roof, solar and the HVAC system. Johnston noted he and Harding have had the discussions and it is on our list of improvements. Brotherton noted a charging station would be a good addition as well. Johnston agreed.

Johnston explained we budgeted a contingency draw of \$209,092, however we added nearly \$178,000 back to our general fund.

Johnston did add we have included a new vehicle in our current budget and there are several other one-time expenses in the FY 2023 budget, including the salary survey. Johnston noted the salary survey may cost a bit more than we budgeted.

Cooper asked if we would be celebrating the building payoff. It was noted it would be ORCAA's 55<sup>th</sup> year and we may want to celebrate these things simultaneously.

Brotherton noted he would brief the Board on the budget by going over the high points. Brotherton

added any of the committee members will be welcome to comment, especially if he misses anything of importance.

Myers noted he will not be available at the beginning of Board meeting due to a briefing of the 350 Seattle case. He requested an executive session upon his return.

There was nothing further for the committee.

The meeting adjourned at 9:35 am.

**CERTIFICATION**

I hereby certify this is a true and correct copy of the minutes of the meeting of the ORCAA Finance Committee held, via Zoom, on September 14, 2022, in Olympia, Washington.

ATTEST:

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

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Greg Brotherton, Chair  
ORCAA Finance Committee

DATED: November 9, 2022