

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

Finance Committee Meeting – via zoom

August 12, 2020

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

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 9:00 am.

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

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

FINANCE REPORT

Fiscal Year 2020 – Year End

Harding explained the first column of the report is our previous year, 2019; the second column is the Board approved budget for 2020; the third is the year end; and, the final column is the difference.

Harding went over the revenues, noting we had anticipated \$2.4 million and collected slightly more. Under our AOP program, we did collect all the revenue we budgeted; however, we had anticipated transferring \$32,000 into our Title V reserve account, but we used that \$32,000 due to additional workload and an audit. We also received more funds in our NOC and Registration programs, due to increased activity. Our asbestos program was down a bit; however, we did receive more funds than anticipated in land clearing. We still have one vacancy in our building, Harding noted; we continue to advertise.

Harding pointed out we had budgeted \$200,000 of our general fund contingency and in the end, we did not use any of those funds.

Harding moved on to expenditures, noting we had anticipated a little over \$2 million in payroll expenditures and came in under by about \$45,000. We were slightly under on our non-payroll expenditures as well. Janitorial was removed from the payroll line and is now listed under non-payroll after we hired a company, rather than an employee. We did receive additional funds for our woodstove bounty program, and we are hoping to get additional funds again in FY21.

Harding noted there was a difference, in the overall budget, of \$62,000 which will be transferred back into the general fund.

Cooper, noting he had no concerns, wanted to understand the policy and asked how much variance can be between line items from the budget to the actual. Harding noted there is no policy, however in FY2020 we were following previous policy which was the Board approved the budget and if we

stay within that budget we do not need to go back to the Board. For FY2021, it was requested by Neatherlin we have a subcategory maximum. It was decided that we would not exceed a category by 10%. If we will exceed it by more than 10%, we would come back to the Board with a budget amendment. Cooper asked if we made it a policy. McNair stated we did not put it in any policy, we are just following Board direction. Harding noted it is an administrative direction and reflected in the Minutes and will also be reflected on the budget documents. McNair stated she would discuss it with council to make sure it doesn't need to be in policy.

Moving on to the fund balance, Harding noted we started the year with \$1,658,408 with revenues at \$2,498,004 and expenditures of \$2,435,335, leaving us with an ending fund balance of \$1,721,076, a net difference of \$62,668 which will go back into general fund.


We did overspend in the Title V program by just over \$56,000 and that will be collected in the current year to reimburse the general fund. The contingency funds are listed on the fund balance sheet Harding noted. We have just over \$1 million in reserved funds. Harding asked if there were any further questions.

The meeting adjourned at 9:33 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 August 12, 2020, in Olympia, Washington.

ATTEST:


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

 Cynthia Pratt, Chair
 ORCAA Finance Committee

DATED: 10/20/2020