

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

Finance Committee Meeting – via zoom

January 12, 2022

Members present Jim Cooper, City of Olympia (temp Chair)
Randy Neatherlin, Mason County
Bill Peach, Clallam County (alternate)

Members absent

Staff Present Fran McNair, Executive Director, Lynn Harding, Administrative Services
Manager, and Debbie Moody, Office Manager and Recorder (Jeff Johnston was
present as well)

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

Cooper stated he would be chairing the meeting as Pratt has retired. It was noted during the regular February Board meeting, the Board Chair will appoint new finance committee members. Cooper asked if there was consensus of the agenda. There were no changes.

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

FINANCE REPORT

FY2022 Second Quarter Report

Harding stated overall we have a positive report. Revenue is at 54% and expenditures are at 45%. Continuing, Harding briefly went over a revenue line items. Assessments are mailed out in January, and we expect to collect those funds during January and February. The Ecology Oversight line, we send out invoices in February and will collect soon after. Harding reminded the committee we collect grant funds on a quarterly basis. We did receive a large payment for a fine from Westport of \$103,000, recently, Harding pointed out. Harding did note we are all up to date on our rentals. McNair added she is pleased with the status of the budget. McNair stated the large fine from Westport was expected, we have been working with them to correct the issues they are having and hope to see them back on track. McNair did state there is another large fine coming from another AOP source.

Moving on to expenditures, Harding stated we are doing well. Our projections for the remaining of the year, we are expecting additional expenditures due to our current director's leave payout and our new director coming on. We are not expecting a budget amendment on Payroll. Harding went over a few line items. We did go over our Wellness budget a bit, however we received additional grant funds and are now underspent on that line. Harding continued going over several line items. She noted we have our final payment on our building in December 2022. There were no questions from the committee.

Harding went over the fund balance, noting we started the year at \$1,848,692 and after revenue and expenditures, we are at \$2,132,325. That represents our restricted and unrestricted funds. The restricted funds total \$895,886, leaving an unrestricted balance of \$1,380,778. Harding reminded the committee we can only use the contingency funds with permission from the Board. The exceptions are the tenant security deposits and Title V funds.

Harding went over the long-term liabilities. Neatherlin wanted to state how nice it is to have a government office that knows where their money is, what they need, etc. Cooper noted we have a good staff, and our committees have a strong understanding of what our staff do with regards to the budget. McNair added she has prompted staff to begin the budget process, quite early, for this upcoming fiscal

year. McNair stated she wanted to have an opportunity to work with Johnston before leaving. McNair also stated she would be getting the CPI information in February.

Cooper asked if Harding would be discussing moving funds from the contingency to cover McNair's departure and Johnston's onboarding. Harding noted she has completed projections for the remaining fiscal year and feels comfortable we likely will not need to do a budget amendment, meaning we may not have to borrow from the contingency fund. Harding stated, if we do end up having to move funds, we should know by March.

Harding also noted Thurston County Auditors will be increasing our monthly charge, considerably (150%). Thurston County is purchasing a new software program for their accounts payable and payroll. The increases have been included in the projections; Harding stated. It was noted we currently pay about \$550/month for payroll and generating our W2s. Cooper asked if we must have Thurston County do our payroll. Harding noted we do not. It was noted most agencies contract this service out.

Cooper stated he would give an update at the Board meeting.

UNFINISHED BUSINESS

Draft Commute Trip Reduction Policy

Cooper noted we have the current policy and a draft revision to look at. Cooper briefed Johnston on the reason behind this discussion. Cooper asked McNair to for her preference.

McNair explained both options noting there were 5 consistent users, but with COVID there are now only 2 currently using the program. McNair stated her sense from staff is to leave the program as is. McNair stated she is fine with our current program and feels we should maintain a program. Cooper asked if there were any comments. Harding stated this is a volunteer program we have been part of since 2006. We entertained the program as a pilot program, using an hourly incentive. To be more equitable, Harding stated, was part of the strategy behind revising the program. Our hourly rate for staff is very different which is why we were suggesting the flat \$30. Harding did note much of our jurisdiction does have free bus service.

Cooper noted with staff recommendation of holding the course, and the disruption of employee benefits for no reason doesn't make a lot of sense. Cooper added, in future years we could look at non-fossil fuel vehicles, but we need to have systems in place. The other committee members were fine with the decision to keep the current policy.


There was nothing further for the committee.

The meeting adjourned at 9:46 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 12, 2022, in Olympia, Washington.

ATTEST:



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

 Jim Cooper, Chair
 ORCAA Finance Committee

DATED: April 13, 2022