

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

Finance Committee Meeting – via zoom

May 12, 2021

Members present Cynthia Pratt, City of Lacey (Chair)
 Bill Peach, Clallam County (alternate)

Members absent Jim Cooper, City of Olympia
 Randy Neatherlin, Mason County

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 9:08 am.

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

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

FINANCE REPORT

Annual Budget and Fund Balance FY2022-Draft

McNair stated there were no substantive changes to the budget other than a formatting issue. Harding noted the budget has a minor addition which did not change the bottom line. We expanded the category on the Title V program and broke out the fee we will be collecting for the next fiscal year. Harding explained we will be charging the AOP sources a total of \$601,075 for fiscal year 2022. This amount has been determined by a workload analysis. We projected \$457,225 to cover the workload. We are needing to repay the general fund for a projected deficit in the AOP program of \$113,000. We are also needing to reestablish a contingency fund as we used what we had to cover this years' workload. The Board approved a contingency balance for the agency, and we depleted it this year.

Peach asked where our funding comes from, in hopes of advocating. McNair and Harding gave a brief explanation.

Pratt noted we did not take into consideration on this spreadsheet for an increase in salary for the director for FY2022. Pratt stated her and Peach may need to decide whether to recommend this and have the budget updated to show it. Pratt noted 2 other salaries for sister agencies, one at \$175,000 going to \$178,000 the other at \$156,000 going to \$165,180 in FY22, noting McNair's salary is currently \$141,000. Pratt recommended we at least bring it up to \$165,000 for FY22. Peach concurred. Pratt noted, when the draft budget is presented to the Board either she or Peach can recommend the change to be included in the FY2022 budget.

Pratt asked if Harding had anything further to present on the Fund Balance. Harding noted the only change would be the addition of McNair's salary increase and the benefits portion. That will change both pages of the budget. Harding stated she would make the changes in preparation for the Board meeting.

FY2022 Proposed Fee Schedule-Draft

Pratt asked if there were any changes to the fee schedule. There were no changes from the previous version. Peach asked what the fee increase was, by percentage. McNair stated they were increased by 1.4%. Pratt asked if this is an action item for the Board. McNair noted it will be presented as part of the budget.

ORCAA Building Expense – 5-year plan

Harding noted, at the last meeting Cooper had requested we pull out the maintenance and leasehold improvements that are to be included in the FY22 budget. This new sheet shows that change. The building maintenance and leasehold improvements amounts to \$41,200 and is included in 2 lines of the budget. Harding went over the items and noted we hope to accomplish all the items for 2022.

There was nothing further for the committee.

The meeting adjourned at 9:40 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 May 12, 2021, in Olympia, Washington.

ATTEST:



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

Cynthia Pratt, Chair
ORCAA Finance Committee

DATED: 9/8/2021