OLYMPIC REGION CLEAN AIR AGENCY
2940 LIMITED LANE NW
OLYMPIA WA 98502

AGENDA of April 9, 2025, 8:30 a.m.
Finance Committee Meeting

ORCAA's meeting are held at the above address, however they will also be available virtually via the information below.

If you would like to participate in the meeting via Zoom video conference, visit https://us02web.zoom.us/j/88654004897?pwd=NklndCtlUEtPY25UTlFWbG96eXEyQT09 join with Meeting ID: 886 5400 4897 and Passcode: N5MiRD

If you would like to participate in the meeting via Zoom audio only, call 1-253-215-8782 and join with Meeting ID: 88654004897 and Passcode: 728745

Be courteous – mute your mic if not speaking

CALL TO ORDER

APPROVAL OF AGENDA (*action item*)
(Ask for any corrections, additions/omissions)

APPROVAL OF MINUTES (*action item*)

1. Minutes of April 9, 2025

NEW BUSINESS

1. FY2025 Budget Amendment
2. FY2026 Draft Budget

GOOD OF THE ORDER

ADJOURNMENT

NEXT MEETING – August 13, 2025 - 8:30 a.m.

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

Finance Committee Meeting – Hybrid via Zoom

April 9, 2025

A video recording of this meeting is available at:
https://www.youtube.com/ORCAA
Files discussed at this meeting are available at:
http://board.orcaa.org/

Members Present:	Greg Brotherton, Jefferson County (Chair) (via Zoom) Jim Cooper, City of Olympia Randy Neatherlin, Mason County Mike French, Clallam County (via Zoom)
Staff Present:	Jeff Johnston, Executive Director; Lynn Harding, Outgoing Financial Services Manager; Tyson Justis, Financial Services Manager; Tiffany Flores, Records Specialist and Public Records Officer; Mike Shults, Compliance Manager; Dan Nelson, Communications Manager (via Zoom); and Chris Krause IT Systems Administrator (via Zoom).

The meeting was called to order at 8:30 am.

APPROVAL OF AGENDA (0:30)

Brotherton noted there were not additions or omissions on the agenda. Cooper moved approval of the agenda. The motion was seconded and carried unanimously. Johnston requested introductions.

APPROVAL OF MINUTES (1:54)

Brotherton asked for approval of the minutes. Cooper moved approval. The motion was seconded and carried unanimously.

NEW BUSINESS

FY2025 Budget – Third Quarter Update (2:15)

Justis explained in the third quarter that we are doing fairly well overall. We have a surplus of $261,000 to our fund balance, We $4.8 million in the fund balance at the end of third quarter.

Justis briefly went over the revenues, highlighting a few line items in this section before going over the expenditures section.

Noted Investment income is $84,000 stemming from a good fund balance and the healthy interest rate.

Projecting revenue shortfall in fourth quarter since 86% of revenue has been received.

Johnston~~,~~ mentioned that staff will bring a budget amendment for the current fiscal year to the Finance Committee in May, which will then need to go the full Board for approval.

FY2026 Draft Budget (14:30)

Johnston offers a few highlights on the draft FY2026 budget before passing it to Justis to offer more detail.

There was some discussion about Land Clearing Burn Permits fee increase, the decision to not refill

the Financial Specialist position at this time, and the potential costs of moving the CPO air monitoring site.

Justis explained projected revenues and expenditures to include grants, fees, and expenses including payroll., and the requested approval of the 2.3% CPI increase for salary adjustments.

Noted the memo attached to the budget packet explaining the proposed increase for Land Clearing Burning permit fee.

Questions and discussion from members of the Finance Committee.

To summarize regarding fund balances, the Committed/Restricted/Designated fund balance will be $1,109,774 and the Undesignated fund balance is projected to be $2,531,850 at the end of the 2026 fiscal year.

Discussion about additional fee increases and additional program efficiencies. Specific discussion about expanding the residential burn permit program jurisdiction wide and instituting a permit fee. Staff will bring information back to this committee and about next steps which could include a budget amendment during the FY2026 is appropriate.

Cooper moved to make a motion to approve the budget and forward it to the board for consideration. The motion was seconded and carried unanimously.

Brotherton asked if there was any discussion. Copper wanted to include in the minutes that this is Harding's last Finance Committee and Board meetings, and he wants to thank her for a great budget and easy transition to Tyson. Brotherton and Neatherlin also expressed their appreciation to Harding.

ADJOURNMENT (1:08:33)

The meeting adjourned at 9:38 a.m.

CERTIFICATION

I hereby certify this is a true and correct copy of the minutes of the meeting of the ORCAA Finance Committee held hybrid, via Zoom, on January 8, 2025, in Olympia, Washington.

ATTEST:

_____	_____
Jeff C. Johnston, Executive Director Olympic Region Clean Air Agency	Greg Brotherton, Chair ORCAA Finance Committee

DATED: _____

ORCAA FY2025 Budget Amendment Summary

For discussion and approval at the ORCAA Board meeting on May 14, 2025

Staff are requesting a budget amendment to ORCAA's FY2025 budget, previously approved by the Board of Directors on June 12, 2024. The following documents highlight and detail the budget amendment request. A budget amendment is being requested based on our forecast of expenditures through year-end that reveal a variance between budget appropriations and expenditure projections. The specific details are outlined below.

The budget amendment documents include:

- Agency Expenditures

FY2025 Budget Amendment Highlights:

- Budget Amendment of $65,500.
    - Increase budgeted expenditures for legal expenses related to ongoing Friends of Grays Harbor case.
    - Reduce budgeted salary expenditures to offset increase in legal expenditures. Reallocation of budgeted salary expenditures is possible due to vacant positions.

Summary of Expenses:

- Total expenses added to budget is $0.00.
- The increase to budgeted expenditures for legal expenses includes services rendered and paid for through March 2025. The increase also includes estimated expenditures of $27,018.30 for April and May 2025.

Conclusion:

In summary, ORCAA is increasing budgeted expenditures for legal expenses by $65,500, and decreasing budgeted salary expenses by the same amount. This re-allocation of budgeted expenditures should maintain budget components below the ten percent overage threshold through the end of the fiscal year.

	Year to Date Actual JUL - APR	Projected Remaining Expenditures MAY - JUN	Approved FY25 Budget JUL - JUN	Revised FY25 Budget JUL - JUN	Revised Remaining Budget JUL - JUN
Expenses					
Salaries	1,644,112.15	364,679.85 [2]	2,074,292.00	**2,008,792.00**	0.00%
FICA	123,557.28	140,582.51 [3]	158,683.00	158,683.00	-66.46%
Retirement	148,530.43		213,580.00	213,580.00	30.46%
M,D,L,V,EAP	229,246.86		322,474.00	322,474.00	28.91%
Labor & Industries	9,892.55		10,770.00	10,770.00	8.15%
Employment Security (ESD)	11,955.37		12,282.00	12,282.00	2.66%
Salaries / Benefits	**2,167,294.64**	**505,262.36**	**2,792,081.00**	**2,726,581.00**	**1.98%**
Office Supplies	5,991.29	4,008.71	12,234.00	12,234.00	18.26%
Gasoline Vehicles	3,115.92	2,084.08	6,200.00	6,200.00	16.13%
Computer Hard/Soft.	10,378.97	15,621.03	28,014.00	28,014.00	7.19%
Bd. Prof. Ser. & Travel Reimb.	10.72	89.28	1,500.00	1,500.00	93.33%
Training & Conferences	18,525.78	7,474.22	32,103.00	32,103.00	19.01%
Professional Srs.	61,189.89	15,795.11	89,000.00	89,000.00	13.50%
Telephone	11,362.61	3,637.39	17,000.00	17,000.00	11.76%
Advertising	639.00	0.00	0.00	0.00	0.00%
Postage	6,514.72	1,685.28	6,300.00	6,300.00	-30.16%
Insurance (Bldg, Veh, Staff)	46,067.00	0.00	45,403.00	45,403.00	-1.46%
Wellness Program	293.30	281.70	575.00	575.00	0.00%
Public Education	22,982.93	1,017.07	24,040.00	24,040.00	0.17%
Miscellaneous	134.39	865.61	1,000.00	1,000.00	0.00%
Dues & Subscriptions	6,450.44	1,049.56	6,775.00	6,775.00	-10.70%
Audit/Acctg/CC Fees	20,963.91	1,036.09	21,500.00	21,500.00	-2.33%
Maintenance Copier-PIO	1,495.08	504.92	2,400.00	2,400.00	16.67%
Maintenance - Vehicles	1,898.62	2,601.38	5,000.00	5,000.00	10.00%
Vehicle Purchase	0.00	35,000.00	35,000.00	35,000.00	0.00%
EV Charger	0.00	12,000.00	26,000.00	26,000.00	53.85%
Non-Payroll	**218,014.57**	**104,751.43**	**360,044.00**	**360,044.00**	**10.35%**
Alarm Monitoring/Security	2,051.56	2,000.00	2,000.00	2,000.00	-102.58%
Utilities	13,820.92	1,679.08	17,000.00	17,000.00	8.82%
Janitorial & Supplies	13,529.62	2,970.38	15,000.00	15,000.00	-10.00%
Maintenance - Office Bldg.	10,686.39	9,313.61	35,600.00	35,600.00	43.82%
Capital Expenditures	0.00	15,000.00	35,000.00	35,000.00	57.14%
Building Maint./LHI Exps.	**40,088.49**	**30,963.07**	**104,600.00**	**104,600.00**	**32.07%**

Prof Srs. - OlyMAP	0.00	8,000.00	8,000.00	8,000.00	0.00%
Woodstove CO Program	112,000.00	8,000.00	111,000.00	111,000.00	-8.11%
ECY Oversight Fees	11,468.00	3,532.00	15,500.00	15,500.00	3.23%
Refund of Security Deposits	2,279.71	0.00	0.00	0.00	0.00%
Prof. Srs-Legal (Friends GH)	38,481.70	27,018.30 [1]	0.00	**65,500.00**	0.00%
Monitoring - CPO	19,130.64	10,869.36	35,000.00	35,000.00	14.29%
Monitoring Supplies-PM2.5	29.14	0.00	0.00	0.00	0.00%
Monitoring-General	1,563.60	1,136.40	4,464.00	4,464.00	39.52%
Operational (Direct)	**184,952.79**	**58,556.06**	**173,964.00**	**239,464.00**	-1.69%
Grand Total Expenses	**2,610,350.49**	**699,532.92**	**3,430,689.00**	**3,430,689.00**	**23.91%**

[1] **Increase budget by $65,500 ($38,481.70 actual through March, plus $2,531.50 for April and $24,486.80 for May)**

[2] **Decrease budget by $65,500**

[3] **Aggregates all remaining benefit expenditures for FY25**

Olympic Region Clean Air Agency FY2026 Budget Overview

Updated April 3, 2025

This summary outlines ORCAA's FY2026 budget. The budget is based on our best estimates, applying the Consumer Price Index (CPI) as directed in Board Resolutions 274 and 275, and identifying key highlights for both revenue and expenses. The following documents are included with the budget package:

- Revenue, Expenditures and Appropriations from Contingency Funds
- Fund Balance
- Description of ORCAA's Programs & Grants
- List of planned building maintenance and leasehold improvements
- Salary Costs Adjustments & Dependent Coverage Contribution history
- Draft FY2026 Salary Step Chart
- ORCAA Organizational Chart
- Draft Fee Schedule
- Land Clearing Burn permit fee increase briefing memo
- Resolutions #274 and #275 that direct staff on fee and assessment increases

FY2026 Overall Highlights:

- Applying the CPI for the year ending December 2024 of 2.3% to fee programs.
- The budget includes 18.2 FTEs. The Financial Specialist position will remain unfilled during FY2026. An assessment of agency needs related to the Financial Specialist position will occur in preparation of the FY2027 budget.
- Programs that are *unfunded* or *underfunded* rely on Federal/State Core grant support. Unfunded programs include outdoor burning, and certain costs associated with the NSR program. Underfunded programs include air monitoring activities, Woodstove Education and Enforcement, and Woodsmoke Reduction programs.
- The budget draws $446,518 of Unreserved Fund Balance to balance the budget.
- The budget continues to set aside funds for the following Board approved contingency and capital funds:
    - Emergency set aside
    - Office Building
    - Monitoring Equipment
    - Database/Equipment
    - Vacation/Sick Leave
- The budget assumes 80% occupancy in rental income as of March 2025. Efforts are underway to re-rent one vacant office. ORCAA has seven rentals providing rental income of $4,700/per month on average.

Summary of Revenue:

- Budget revenues are projected at $3.5 million including contingency fund draws
- Grant revenues represent 17%, Fees and Assessments 59%, Penalties 4%, Rents/Miscellaneous/Interest 4%, and Contingency Draw 16%
- The agency receives grant funding from several governmental sources including the Environmental Protection Agency (EPA), the Washington State Department of Ecology (ECY), and the Energy Facility Site Evaluation Council (EFSEC). These funds support ORCAA's mission to promote air quality and take actions that protect the health and welfare of people and the natural environment in ORCAA's six-county jurisdiction.
- Federal and State Core grant funds assist in implementing comprehensive air quality control programs in seven major categories: enforcement, permitting, monitoring, public education, program development, technical and business assistance, and administration.
- ORCAA actively applies for grant funding to support special projects that further our mission.
- The Cheeka Peak (CPO) NCore air monitoring site is one of two NCore sites in Washington State with on-going funding provided by EPA for operations and maintenance. ORCAA is working with various partners (EPA, Makah, and Clallam PUD) to relocate the site due to the loss of electrical power at Cheeka Peak. The current plan is to relocate site from Cheeka Peak to Bahokus Peak, approximately 5 miles northwest.
- Due to the uncertainty occurring at the federal level, projected Core federal grant revenue has been reduced by 20%.
- Grants are multi-year contracts with terms ranging from 2-4 years and support programs that include:
    - PM2.5: a 4-year grant funded by Ecology to operate three air monitoring sites in Aberdeen, Lacey, and Port Angeles
    - CPO: a 4-year grant funded by EPA to operate a remote monitoring site in Neah Bay on the Makah reservation in Clallam County.
    - Woodstove Education and Enforcement is a 2-year grant funded by Ecology to educate woodstove dealers and the public about woodstove emissions, methods for achieving better efficiency and performance from woodstoves, and to meet the goals of the State and Federal Clean Air Acts.
    - Woodsmoke Reduction is a 2-year grant funded by Ecology that provides funds to remove stoves that are not compliant with 2020 standards – as well as other qualifying solid-fuel combustion devices – and ensures their destruction and allows for replacing devices with a cleaner and more efficient alternative.
    - EFSEC is a 2-year grant to provide technical review of air emissions, permitting and monitoring services and assist EFSEC in carrying out its regulatory oversight of the Grays Harbor Energy Combustion Turbine facility in Satsop, Washington.
- Fee programs include the 2.3% CPI, as per ORCAA Board Resolution #274.
- The Title V Program is mandated by federal law under the Clean Air Act. The program is to be self-sufficient, financed by fees collected from major sources, and not rely on general fund resources to support its operations. ORCAA staff prepare a workload analysis with a projection of costs for compliance monitoring, permit writing, enforcement, and reporting to assure compliance with air quality requirements.

    - ORCAA's Title V program fees will increase by 0.2% in FY2026. The FY2026 budget includes unspent funds from the previous fiscal year and funds that will contribute to a contingency fund.
- Budget includes an increase in Land Clearing Burn Permit fee (from $131 to $275 per acre to move the program towards full cost recovery. See attached briefing sheet.
- Other income includes interest income on the agency's fund balance, penalty and settlement revenue, miscellaneous income (selling 2007 ORCAA vehicle, vendor rebates), and rental income from ORCAA's 7 tenants.
    - Interest income is projected to be slightly lower than the current fiscal year as ORCAA draws down contingency funds. ORCAA is part of Thurston County Investment Pool (TCIP). The TCIP's 12-month average interest rate, measured at the end of December 2024, was 2.85%. ORCAA will continue to invest 100% of funds within the TCIP.

Summary of Expenses:

- Budgeted expenses total $3.5 million, an increase of 4% over the approved budget for FY2025. The FY2026 budget is projecting a decrease in salaries and wages due to not filling the vacant Financial Specialist position. Payroll expenditures, the largest portion of expenses, represent 75%; non-payroll (supplies, postage, hardware/software) 14%; Building-Maintenance and Operations 3%; Direct Operating 8% (Woodsmoke Reduction vendor payments, Ecology Oversight fees, CPO operations & maintenance)
- The increase in non-payroll expenses year-over-year is due to the planned purchase of a new database system, which has an allocated budget of $150,000. ORCAA expects to award a vendor contract by June 30, 2025, with the first payment to the vendor occurring in FY2026. The FY2026 budget will transfer $150,000 from the database contingency fund into the general fund to cover the anticipated contract expenditure.
- Salaries include a 2.3% salary increase as a cost-of-living adjustment. The budget also includes an update of ORCAA's Office Manager job description and compensation to Operations Manager, reflecting additional duties assigned over the past year. In addition to the 2.3% salary adjustment, the Executive Director's salary includes a 3% increase (to be negotiated with Board prior to budget approval).
- Paid Family and Medical Leave is funded through premiums paid by both employees and employers. ORCAA has elected to pay the employee portion of the premiums at an annual cost of $15,424.
- Employers and employees typically share in the costs of Labor & Industries (L&I) premiums that cover workers' compensation claims. ORCAA has elected to pay the employee portion at an annual cost of $ $4,000.
- The budget includes 18.2 FTEs. We're delaying the rehiring of the Financial Specialist. The health benefits includes a 6% increase from AWC Employee Benefit Trust which administers the agency health benefits, and no increase for DRS pension contributions as estimated by the State Actuary Committee. The PERS employer portion is 9.11%. The rates are subject to change based on changes to plan provisions, assumptions, and actual events.
- The budget includes up to $10,000 for a contract with Compensation Connections for HR related support.

- The budget includes $15,000 for work to update the agency's strategic plan (last updated in 2018).
- The budget includes $12,000 for staff development.
- Continuation of an annual contract with The Rhizome Collective for ongoing maintenance and support of the ORCAA website for $2,500.
- IT Hardware and software purchases include required subscription costs for software, cybersecurity, cloud, onsite storage needs, and planned upgrades for virtual machines.
- Continue contracting with ADP for payroll processing.
- Purchase an electric vehicle to continue electrifying the ORCAA fleet.
- Invest in maintenance and improvements of office building that include HVAC, and flooring replacements. The proposed budget does not include any significant capital expenses for the building beyond estimates to change out 1-2 HVAC systems and flooring upgrades on ORCAA's side of the building. Please refer to the Office Building Maintenance/LHI for additional details on maintenance projects.
- Again provide OlyMAP with $8,000 to support their work reducing hazardous burning in unsanctioned homeless camp communities in Olympia.

Contingency & Capital Funds:

Contingency and Capital Funds represent balances set aside for a specific project or purpose. The Board has previously authorized by Resolution funds be set aside for emergencies, office building improvements, replacement of monitoring equipment, a new agency database, and payment of vacation and sick leave to employees. The ending fund balance for FY2026 is projected to be $3,641,623.

The current level of General Fund Expenses Contingency is set at 20%, which is equivalent to approximately 2-3 months of administrative and operations costs. The Title V program includes a separate restricted contingency to help offset program expenditures. An adequate fund balance is critical, and though we cannot identify all risks, such as revenue volatility (i.e., large, unexpected changes to our federal or state grants), economic downturn, rental income loss, increased pension costs by DRS, increased medical costs, staff turnover and costs of retraining, having an adequate General Fund Contingency helps ensure stability.

The Undesignated Fund Balance is the balance available for appropriation and expenditure as approved by the Board for operations.

ORCAA remains confident in our ability to adapt and maintain a balanced budget while delivering important and vital services in our jurisdiction.

Olympic Region Clean Air Agency
Revenue, Expenditures, and Appropriations from Contingency Funds
For The Fiscal Year Ending …

DRAFT

Proposed
4/9/2025

	Column 1	Column 2	Column 2a	Column 3	Column 4
	Actual	Approved	FISCAL YEAR	Proposed	Projected
REVENUE	FY 2024	FY 2025	ESTIMATES	FY 2026	FY 2027
	7/1/23-6/30/24	7/1/24-6/30/25	7/1/24-6/30/25	7/1/25-6/30/26	7/1/26-6/30/27
Grants					
Core-Federal with ECY	$ 174,328	$ 199,419	$ 174,571	$ 139,657	$ 139,657
Core-State with ECY	116,218	134,124	134,120	134,210	134,210
PM2.5 - Ecology Monitoring with ECY	13,500	17,500	17,500	17,500	17,500
CPO Project w/EPA-Maintenance & Operations with EPA	104,657	90,462	80,850	90,462	90,462
ARP Grant with EPA	129,341	-	-	-	-
IRA Grant with ECY	-	-	-	80,000	-
Woodsmoke Reduction & Recycle Program with ECY	116,975	148,000	185,124	148,000	148,000
Woodstove Education & Enforcement Grant with ECY	11,398	11,398	11,397	11,398	11,398
Fees					
Assessments	$ 533,772	$ 557,037	$ 557,037	$ 575,137	$ 586,640
Annual Registration	419,936	417,000	421,000	422,000	430,440
Title V	678,222	669,138	669,138	670,307	797,707
NOC - NSR	268,329	160,000	87,000	120,000	122,400
NOI - Major/Minor	2,533	2,000	1,200	2,000	2,040
EFSEC	54,180	59,255	28,000	73,073	65,692
Ecology Oversight	11,544	15,500	11,468	15,000	15,500
Outdoor Burning	0.00	0.00	0.00	0.00	0.00
Asbestos	166,894	152,500	160,330	165,000	168,300
Land Clearing	29,046	32,000	22,000	61,875	63,113
Other					
Penalties (NOV)	$ 2,430,238	$ 150,000	$ 182,000	$ 125,000	$ 127,500
Interest Income	70,446	140,000	135,000	96,000	70,000
Miscellaneous Income	9,030	10,000	2,500	7,500	8,000
Building Income	50,318	49,716	42,062	40,000	40,800
Total Revenue before Contingency Draw(s)	**$ 5,390,905**	**$ 3,015,049**	**$ 2,922,297**	**$ 2,994,119**	**$ 3,039,358**

	Column 1	Column 2	Column 2a	Column 3	Column 4
	FY 2024	FY 2025	ESTIMATES	FY 2026	FY 2027
EXPENSES	7/1/23-6/30/24	7/1/24-6/30/25	7/1/24-6/30/25	7/1/25-6/30/26	7/1/26-6/30/27
Payroll					
Salaries	$ 1,842,882	$ 2,074,292	$ 2,002,209	$ 2,018,772	$ 2,059,147
Employee Benefits	569,657	717,789	663,765	680,794	708,026
Total Payroll	$ 2,412,539	$ 2,792,081	$ 2,665,974	$ 2,699,566	$ 2,767,174
Non-Payroll					
Office Supplies/Sm Supplies/Safety	$ 33,996	$ 12,234	$ 10,000	$ 8,200	$ 8,400
Gasoline	6,074	6,200	5,200	6,200	6,448
Computer Hard/Soft./Supplies	33,174	28,014	26,000	29,800	29,000
Board of Directors Travel Reimbursement	32	1,500	100	300	325
Staff Training, Conferences, Travel	20,365	32,103	26,000	46,276	46,000
Professional Services	44,951	89,000	76,985	85,600	80,000
Telephone	13,695	17,000	15,000	16,000	17,500
Database	0.00	0.00	-	150,000	40,000
Postage	6,080	6,300	8,200	8,300	8,350
Insurance (Bldg, Veh, Staff)	41,274	45,403	46,067	49,945	54,940
Wellness Program	475	575	575	670	600
Public Education and Outreach	23,407	24,040	24,000	28,983	32,000
Miscellaneous	173	1,000	1,000	1,500	1,500
Dues & Subscriptions	5,848	5,825	7,500	7,896	8,200
Audit/Acctg	1,708	21,500	22,000	2,500	24,000
Maintenance - Copier / Purchase	1,999	2,400	2,000	2,500	2,600
Vehicle Purchase	25,101	35,000	35,000	48,000	-
Level 2 EV Charger	-	26,000	26,000	-	-
Maintenance - Vehicles	2,480	5,000	4,500	5,000	5,200
Total Non-Payroll	$ 260,832	$ 359,094	$ 336,127	$ 497,670	$ 365,063
Building Operations/Maintenance					
Utilities	$ 14,189	$ 17,000	$ 15,500	$ 20,000	$ 23,000
Alarm Monitoring	1,330	2,000	2,000	3,000	3,200
Janitorial and Supplies	14,036	15,000	16,500	22,000	23,000
Maintenance Office Bldg.	24,416	35,600	20,000	24,400	35,000
Leasehold Improvements	8,519	35,000	15,000	35,000	35,000
Total Building Operations/Maintenance	$ 62,490	$ 104,600	$ 69,000	$ 104,400	$ 119,200
Program Operations					
Woodsmoke Reduction/Recycle Program	$ 96,000	$ 111,000	$ 120,000	$ 111,000	$ 111,000
ARP - EPA - Operational	129,341	-	-	0.00	0.00
IRA - ECY - Operational - Mt View	-	-	-	80,000	-
Ecology Oversight Fees	11,544	15,500	11,468	15,000	15,500
Lacey Mt. View Site Improvements	-	-	-	22,300	0.00
Monitoring Program - CPO	30,623	35,000	25,000	30,000	36,000
Monitoring Programs	6,430	4,464	4,000	2,700	6,000
OlyMAP Project	4,460	8,000	8,000	8,000	8,000
Professional Services-Legal (Friends of GH)	-	-	53,900	10,000	-
Security Deposit Refunds	-	-	2,300	0.00	0.00
Total Program Operations	$ 278,398	$ 173,964	$ 224,668	$ 279,000	$ 176,500
TOTAL EXPENDITURES	**$ 3,014,259**	**$ 3,429,739**	**$ 3,295,769**	**$ 3,580,636**	**$ 3,427,937**
Net Surplus (Deficit) Before Appropriations	**$ 2,376,646**	**$ (414,690)**	**$ (373,472)**	**$ (586,518)**	**$ (388,578)**

Appropriation from Contingency Fund(s)	**FY 2024**	**FY 2025**		**FY 2026**	**FY 2027**
General Fund Net Surplus (Deficit)	$ 2,228,897	$ (424,690)	$ (403,562)	$ (446,518)	$ (348,578)
Title V Fund Net Surplus (Deficit)	99,371	10,000	30,090	10,000	-
Database Contingency Fund Transfer In				(150,000)	(40,000)
Title V General Fund Reimbursement	46,736	-	-	-	-
WA Cares Payable	1,642	-	-	-	-
	$ 2,376,646	$ (414,690)	$ (373,472)	$ (586,518)	$ (388,578)

Expenses exceeding 10% of a budget category (within each sub-category: P/R, Non-P/R, Bldg, Operating) requires board approval.

Breakdown of Title V - AOP Fees:	Actual	Budget	Estimates	Proposed	Projected
Fiscal Year Fees	$ 678,222	$ 669,138	$ 669,138	$ 670,307	$ 797,707
Repayment to General Fund	(46,736)	-	-	-	-
Contingency Fund	99,371	10,000	129,461	50,000	60,000

Olympic Region Clean Air Agency

Fund Balance

For The Fiscal Year Ending …

DRAFT	Proposed 4/9/2025

	Actual FY 2024 General Fund	Current Year FY 2025 General Fund	Proposed FY2026 General Fund	Projected FY2027 General Fund
	1-Jul-23	1-Jul-24	1-Jul-25	1-Jul-26
BEGINNING Fund Balance	**$2,224,967**	**$4,601,613**	**$4,228,141**	**$3,641,623**
Plus : Revenue Fiscal Year	$ 5,390,905	$ 2,922,297	$ 2,994,119	$ 3,039,358
Less: Expenditures Fiscal Year	$ (3,014,259)	$ (3,295,769)	$ (3,580,636)	$ (3,427,937)
ENDING Fund Balance 06/30/20xx	**$4,601,613**	**$4,228,141**	**$3,641,623**	**$3,253,045**
Year End	**6/30/2024**	**6/30/2025**	**6/30/2026**	**6/30/2027**
General Fund Contingency Draw applied to FY Budget	**$ -**	**$ (403,562)**	**$ (446,518)**	**$ (348,578)**
Fund Balances (Fiscal Year-End):				
Contingency & Capital Funds				
Committed **Less:** Expense Contingency (**20%** FY Budget less Title V Exps)	$ 496,757	$ 531,344	$ 566,174	$ 528,046
Restricted **Less:** Title V Contingency	$ 99,370	$ 129,461	$ 50,000	$ 60,000
Assigned **Less:** Tenants Security Deposits	$ 4,350	$ 3,600	$ 3,600	$ 3,600
Capital Funds				
Committed **Less** for Office Building	$ 120,000	$ 150,000	$ 180,000	$ 210,000
Committed **Less** for Monitoring Equipment	$ 20,000	$ 20,000	$ 20,000	$ 20,000
Committed **Less** for Database/Equipment	$ 250,000	$ 285,000	$ 135,000	$ 95,000
Unassigned **Less** for Vacation/Sick Leave	$ 190,130	$ 160,000	$ 155,000	$ 150,000
Less for WA Cares Premium (Employee Contribution)	$ 1,639	$ -	$ -	$ -
Commited/Restricted/Designated Funds	$ 1,182,246	$ 1,279,405	$ 1,109,774	$ 1,066,646
Contingency Fund				
Title V Program (due General Fund)	$ -	$ -	$ -	$ -
UNDESIGNATED Fund Balance	$ 3,419,367	$ 2,948,736	$ 2,531,850	$ 2,186,399
Year End	**6/30/2024**	**6/30/2025**	**6/30/2026**	**6/30/2027**

*SAO Classifications:

"Operating Contingency Funds" defined — An amount established by board direction.

"Capital Funds" defined — An amount established by board direction to save for specific long-term capital expenditures (bldg, equipment, database).

"Fund Balance" defined — Funds that are held in our bank account with Thurston County Treasurer's Office. ORCAA has one fund with Thurston County and is referred to as the "General Fund".

The total Fund Balance includes all funds on deposit.

4/3/2025 A Resolution must be approved by the Board of Directors to appropriate expenditures in Contingency Funds (except for 1025-Title V and 1040 Security Deposits).

*SAO-06/30/2020 SAO established five new categories for reporting cash and investments

Programs & Grants

Purpose: To identify and describe State/Federal grants, programs and revenue sources adminstered by ORCAA

Grants	Description
ECY-Core: Federal & State	Performance Partnership Grants (PPE) program- Section 105 of the Clean Air Act are funds that support the Agency's core air quality programs and are distributed through the Washington State Department of Ecology. The funds assist in implementing comprehensive air quality control program in seven major categories: Enforcement, Permitting, Monitoring, Public Education, Program Development, Technical & Business Assistance, and Administration.
ECY-Woodstove Education & Enforcement Program - State	Funding is provided under Chapter 173-433 WAC, Solid Fuel Burning Devices. The Program is designed to protect & enhance air quality within our jurisdiction and to meet the goals of the State and Federal Clean Air Acts. The funds support education including advertising, public service announcements, and costs associated with the implementation of Woodstove Public Education and Enforcement, and monitoring. Funds provided by Washington State Department of Ecology from fees collected on the sale of solid fuel burning devices.
ECY-Wood Smoke Reduction Program - State	Funding provided by the Legislature to improve local air quality by reducing PM2.5 pollution originating from woodstoves and other solid-fuel heating devices. The program provides funds to remove stoves that are not compliant with 2020 standards – as well as other qualifying solid-fuel combustion devices, and ensures their destruction and allows for replacing devices with a cleaner and more efficient alternative. ORCAA administers a Wood Smoke Reduction Program in all six counties in ORCAA's jurisdiction.
ECY-PM 2.5 Monitoring - Indirect Federal	Funding source is Section 103 of Clean Air Act. Funds are used to operate nephelometers at Mt. View Elementary - Lacey, Harbor High School - Aberdeen, Stevens School - Port Angeles. CFDA #: 66.034
EPA-Cheeka Peak Observatory (CPO) - Direct Federal	Funding allows ORCAA to provide real-time web-based access to air quality data for the western tip of Washington State on the Makah reservation. ORCAA performs necessary data collection, data validation, data acquisition, instrument quality control and maintenance functions, planning, equipment purchasing, air quality forecasting, and administration. Funding source is Section 103 funding that includes a contract directly with EPA since 2004.
Energy Facility Site Evaluation Council (EFSEC) - State	The funding is used to provide technical review of air emissions, permitting and monitoring services, and assist EFSEC in carrying out its regulatory oversight of Grays Harbor Energy Combustion Turbine facility. This is a natural gas-fired electric generation facility located in Grays Harbor County. ORCAA has been providing engineering and compliance services since 2007.
Fee Programs	
Air Operating Permit (Title V) - Federally Approved State Program	ORCAA has been delegated authority by ecology to administer the federally approved state Air Operating Permit (AOP) program in its jurisdiction. ORCAA issues AOPs to sources required to obtain an AOP under Chapter 173-401 WAC (including major sources*). AOPs incorporate and clarify all air requirements that apply to equipment and establish necessary monitoring, record keeping and reporting conditions. AOPs are required to be renewed every five years, during which time they are subject to a public comment period and review by EPA. There are currently 11 sources subject to the AOP program in ORCAA's jurisdiction. (Fee authority - RCW 70A.15.2270) *Major Sources are those with a potential to emit more than 100 tons per year of any criteria pollutant, greater than 10 tons per year of hazardous air pollutant (HAP) , or greater than 25 tons per year of any combination of HAPs.
NSR Program (Minor)	Pursuant to RCW 70A.15.2210 (formerly 70.94.152), New Source Review (NSR) refers to the regulatory process designed to facilitate & evaluate compliance with air permitting requirements prior to construction, installation, modification or establishment of any new air pollution source. The goal is to ensure new sources are established in compliance with applicable air regulations and standards. Lumber mills, boilers, rock crushers, coffee roasters, crematories, and hot mix asphalt plants are examples of facilities that are required to comply with NSR. In most cases, NSR is initiated through submittal of a Notice of Construction (NOC) application.
Notice of Intent	Pursuant to RCW 70A.15, ORCAA has established a Notice of Intent (NOI) program for notification prior to the establishment of certain sources. A NOI is required prior to establishment of nonroad engines. In addition, the following sources may file a NOI in lieu of filing a NOC: 1) relocation of temporary portable stationary sources who already have complied with NSR requirements, 2) new or modified stationary sources whose emissions are below de-minimis thresholds, and 3) gasoline dispensing facilities that meet certain criteria. ORCAA may establish enforceable conditions of operation through a Regulatory Order as needed to assure compliance with applicable air pollution control requirements.
Asbestos	Fees are collected for asbestos removal and building demolitions to control the emission of toxic air pollutants and to provide uniform enforcement of air pollution control in ORCAA's jurisdiction. Asbestos is a federally regulated Hazardous Air Pollutant under 40 CFR Part 61 Subpart M.
Outdoor Burning & Land Clearing	Pursuant to WAC 173-425-070: Outdoor burning in any area within ORCAA's jurisdiction requires a permit, with the exception of certain city limits, municipal boundaries and Urban Growth Areas where outdoor burning is prohibited. Permits are issued for land clearing burning and agricultural burning as allowed for in state regulations.

Registration	Pursuant to RCW 70A.15.2200 (formerly 70.94.151), air contaminant sources are required to register with ORCAA. ORCAA maintains a current and accurate record of stationary sources used to evaluate the effectiveness of air pollution control strategies and to verify stationary source compliance with applicable air pollution requirements. Fees are collectined to cover the cost of adminstiering the registration program including but not limited to inspections, report reviews, and emission inventory. (Fee authority - RCW 70A.15.2200)
Assessments	RCW 70A.15.1600 (formerly 70.94.093) provides for additional income to be obtained to fund local air agencies, referred to as "supplemental income" in the RCW. Each municipality within ORCAA's jurisdiction is required to pay a portion of the supplemental income. This can be based on assessed valuation of property within ORCAA's boundary, the population, or an equal combination of the two methods. ORCAA utilizes the population method and charges a "per capita" fee per citizen.
Civl Penalties	Civil penalties are a result of enforcement actions. Any person or business who violates any of the provisions of chapter RCW 70A.15 (formerly 70.94) or any of the rules or regulations in force, may incur a penalty in an amount not to exceed $14,915 per day for each violation, as set in ORCAA's regulations.
Previously administered programs:	
Woody Bio-Mass	Funding is Federal Performance Partnership Grants - Section 105. Funds are made available from EPA through DOE to ORCAA. A contractor was hired to do a Life Cycle Analysis of biomass, including the emissions from greenhouse gas air toxics and fine particulates from forest management and land clearing operations in the Pacific Northwest and Alaska.
Diesel School Bus Retrofit Program - State	The funding was provided through legislation in 2003 to reduce emissions by: installing DOC's, CCV's, replacement of gasoline vehicles with zero-emissions electric vehicles, replacement of gasoline powered lawn mowers with zero-emissions electric models, DOC retrofits for diesel machines and diesel vehicles, bio-diesel conversions and retrofitting diesel locomotives.
Woodstove Change-Out Program - State	The Legislature provided funds for Wood Stove Replacements in the Supplemental Ecology Budget. The funding was earmarked to provide subsidies to citizens who voluntarily replace heavily-polluting, uncertified wood stoves and fireplace inserts with cleaner-burning heating devices in wood smoke problem areas. It included the replacement of wood stoves in low-income residences. The program has been revived and renamed the Woodsmoke Reduction Program (see above). (ORCAA used surplus/unreserved funds (Fines) to administer the program when Ecology did not have funding in FY2009 and used School Bus funds in FY2010.)

Olympic Region Clean Air Agency
Office Building Maintenance / Leasehold Improvements
Fiscal Year 2026 includes the following leasehold improvements and maintenance:

		Estimates	
	Leasehold:		
LHI	Upgrade oldest HVAC units in Ste #101 and #102 (Gas $15k, Electric w/heat pump $20k)	$ 35,000	
			$ 35,000
	Maintenance:		
M	Sunrise Pest Control, annual contract	$ 1,400	
M	Air Handlers, annual contract HVAC, maintenance parts	10,000	
M	complete wall between Compl Mgr & Off Mgr	4,200	
M	electrical, plumbing, small replacements, miscellaneous maintenance	5,000	
M	clean and paint exterior hand rails (east side stairwell, west side Ste B entrance)	500	
M	roof maintenance (May & September) (Cabbros Cleaning)	1,200	
M	window cleaning (Cabbros Cleaning)	600	
M	landscape maintenance (tools-pressure washer, flowers, groud cover, bark, supplies)	1,500	
			$ 24,400
			$ 59,400

Future Projects (short/long term):

	Exterior	**In Year:**		**Estimated Costs:**
LHI	replace roof (existing roof installed July 2003-The Roof Doctor, Inc. Olympia)	2027	$	60,000
LHI	Solar on bldg (costs yet to be determined)	2027	$	100,000
LHI	new lab exit door (with push-bar)	TBD	$	800
M	gravel for parking lot	2027	$	1,200
M	paint exterior (3 walls, south wall completed in Sept 2019)	2026	$	15,000
LHI	new entry door to warehouse (with push-bar)	TBD	$	800
M	replace or realign door on 2nd floor (outside FSM's office), entry to second floor kitchen	TBD	$	800
M	repair or replacement of 3-4 exit doors - Lab door (ORCAA side), Tenant exit door (East), 2nd Floor Exit (ORCAA side), Warehouse door (est. $1250/ea) ADA Compliant	2027	$	5,000
M	weather stripping doors, windows, and vapor barrier in crawl (check for moisture)	2026	$	1,500
M	replace windows, seals have been comprised, specifically 5 (wellness, #200, #101, monitoring, lg conference room)	TBD	$	4,500
M	replace remaining windows as needed in bldg	TBD	$	9,000
M	reseal parking lots-asphalt (August 2026)	2026	$	6,000
M	restripe parking lot (west side of property)	2026	$	600
LHI	new street sign on Limited Lane NW	2026	$	3,000
M	Ste A entry; concrete work to prevent/eliminate water puddling at entrance	TBD	$	1,000
M	Remove "ORCAA" lettering from west wall over Ste B entrance and relocate	TBD	$	1,200
LHI	two car fenced enclosure for EV chargers (apprx 120 lin ft of fence @ $30/lin ft + $400 in accessories)	TBD	$	4,000
		Total Exterior	$	214,400
	Interior			
LHI	replace carpet in Ste A "great" room, 2nd floor CM, FSM offices (GR $21k, others estimated at $4k each)	2027	$	33,000
LHI	replace floor: OffMgr, CompSup, ED, Sm Conf Room (OM $5k, others estimated at $4k each)	2027	$	27,000
LHI	replace carpet w/carpet tiles in Large Conference Room	2026	$	12,000
LHI	replace carpet: Ste B- suites #101, 104, 105 (estimated at $2k each)	2026	$	6,000
LHI	replace floor in Ste B Restrooms x2	2028	$	2,000
LHI	replace kitchen floor in Ste B	2028	$	1,100
LHI	replace floor in Ste A Restrooms x 4 (2 on 1st floor, 2 on 2nd floor)	2028	$	4,000
M	interior painting of building (including restrooms, kitchens, hallways, etc. as needed)	TBD	$	8,000
M	insulation of walls, attic, crawl spaces to reduce noise and improve weatherization efficiencies	TBD	$	10,000
M	install Air Pear Unit in Great Room, optional consideration-ceiling fan (listed under HVAC too)	2026	$	2,000
LHI	replace aging Fire Panel for building	2025-2026	$	12,000
LHI	upgrade security system (currently have two panels, and combined fire/security panel)	2025-2026	$	12,000
M	server room fan for temperature control	TBD	$	500
M	change-out Large Conference Room lights to LED	TBD	$	750
LHI	replace upstairs men's toilet, including sub floor repair	TBD	$	1,500
LHI	ADA improvements (south entrance door, west tenant entry door, etc.)	TBD	$	7,000
		Total Interior	$	138,850
	Electrical			
LHI	EV Charging Stations, install dedicated 220 circuit(s)	TBD	$	11,000
	HVAC			
	Replace HVAC systems as follows:			
LHI	combine #3-Ste B Lobby (2004 gas) and #4 services #101 & #102 (1987 model); change duct work to size for one unit	2025	$	35,000
LHI	replace Unit #5 located in conference room (1987 unit)	2026	$	23,000
LHI	#6 Lennox gas unit services 2nd floor and partial 1st floor Ste A (installed in June 2015)	2035	$	-
LHI	#2 Carrier gas unit services great room (2012 unit)	2032	$	-
LHI	#1 gas unit services Suite #103 (2002 unit)	2027	$	-
LHI	#7 gas furnace services Warehouse (March 2019)	2039	$	-
M	install secondary thermostat sensor(s) for Offices #200 and #201 for improved temperature control	TBD	$	600
M	install ceiling fan or air turbine fan (air pear fan) in great room (located on Ste A side)	2026	$	2,000

ORCAA

Salary Cost Adjustments & Dependent Coverage Contribution History

				DepCoverage Per Mo.
Board Approved	**6/11/2014**	**2% COLA**	**Fiscal Year 2015**	**$ 525**
Plus	**1st Phase Salary Survey**		**July 1, 2014 - June 30, 2015**	
Board Approved	**6/10/2015**	**1.8% COLA**	**Fiscal Year 2016**	**$ 525**
Plus	**2nd PhaseSalary Survey**		**July 1, 2015 - June 30, 2016**	
Board Approved	**6/8/2016**	**1.4% COLA**	**Fiscal Year 2017**	**$ 525**
Plus	**3rd PhaseSalary Survey**		**July 1, 2016 - June 30, 2017**	
Board Approved	**5/10/2017**	**1.7% Sal Adj**	**Fiscal Year 2018**	**$ 525**
			July 1, 2017 - June 30, 2018	
Board Approved	**6/13/2018**	**3.0% Sal Adj**	**Fiscal Year 2019**	**$ 525**
			July 1, 2018- June 30, 2019	
Board Approved	**6/12/2019**	**2.9% Sal Adj**	**Fiscal Year 2020**	**$ 525**
			July 1, 2019- June 30, 2020	
Board Approved	**5/13/2020**	**1.5% Sal Adj**	**Fiscal Year 2021**	**$ 525**
			July 1, 2020- June 30, 2021	
Board Approved	**6/9/2021**	**1.4% Sal Adj**	**Fiscal Year 2022**	**$ 525**
			July 1, 2021- June 30, 2022	
Board Approved	**6/8/2022**	**4.0% Sal Adj**	**Fiscal Year 2023**	**$ 525**
			July 1, 2022- June 30, 2023	
Board Approved	**6/14/2023**	**4.00%**	**Fiscal Year 2024**	**$ 525**
	Implemented Salary Survey		**July 1, 2023- June 30, 2024**	
Board Approved	**6/12/2024**	**3.50%**	**Fiscal Year 2025**	**$ 525**
			July 1, 2024- June 30, 2025	
Pending	**6/12/2025**	**2.30%**	**Fiscal Year 2026**	**$ 525**
			July 1, 2025- June 30, 2026	

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ORCAA

FY2026 Salary Chart

Range		Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	Step K	Job titles
22	Monthly	4,816	4,961	5,110	5,263	5,421	5,584	5,751	5,924	6,101	6,284	6,473	Administrative Assistant
	Annual	57,792	59,532	61,320	63,156	65,052	67,008	69,012	71,088	73,212	75,408	77,676	
23	Monthly	5,153	5,307	5,468	5,632	5,800	5,975	6,153	6,339	6,529	6,724	6,926	- -
	Annual	61,836	63,684	65,616	67,584	69,600	71,700	73,836	76,068	78,348	80,688	83,112	
24	Monthly	5,566	5,732	5,905	6,082	6,264	6,452	6,646	6,845	7,051	7,262	7,480	Air Quality Specialist (AQS) 1
	Annual	66,792	68,784	70,860	72,984	75,168	77,424	79,752	82,140	84,612	87,144	89,760	
25	Monthly	6,011	6,192	6,377	6,569	6,766	6,968	7,177	7,392	7,615	7,842	8,079	Financial Specialist, Records Specialist
	Annual	72,132	74,304	76,524	78,828	81,192	83,616	86,124	88,704	91,380	94,104	96,948	
26	Monthly	6,552	6,749	6,951	7,160	7,375	7,596	7,824	8,058	8,300	8,549	8,805	Air Quality Specialist (AQS) 2
	Annual	78,624	80,988	83,412	85,920	88,500	91,152	93,888	96,696	99,600	102,588	105,660	
27	Monthly	7,142	7,355	7,576	7,804	8,039	8,279	8,528	8,783	9,047	9,319	9,598	Communications Mgr.
	Annual	85,704	88,260	90,912	93,648	96,468	99,348	102,336	105,396	108,564	111,828	115,176	
28	Monthly	7,784	8,018	8,259	8,506	8,762	9,024	9,295	9,573	9,862	10,157	10,462	Operations Manager, IT Systems Admin., Air Quality Specialist (AQS) 3, Engineer 1
	Annual	93,408	96,216	99,108	102,072	105,144	108,288	111,540	114,876	118,344	121,884	125,544	
29	Monthly	8,563	8,820	9,084	9,356	9,639	9,926	10,225	10,531	10,848	11,172	11,508	Sr Air Monitoring Special., Engineer 2
	Annual	102,756	105,840	109,008	112,272	115,668	119,112	122,700	126,372	130,176	134,064	138,096	
30	Monthly	9,419	9,702	9,993	10,292	10,601	10,920	11,247	11,584	11,931	12,289	12,659	Financial Services Mgr., Inspector Supervisor
	Annual	113,028	116,424	119,916	123,504	127,212	131,040	134,964	139,008	143,172	147,468	151,908	
31	Monthly	10,362	10,672	10,992	11,322	11,661	12,011	12,372	12,742	13,125	13,519	13,924	Engineering Supervisor
	Annual	124,344	128,064	131,904	135,864	139,932	144,132	148,464	152,904	157,500	162,228	167,088	
32	Monthly	11,397	11,739	12,092	12,454	12,827	13,213	13,609	14,017	14,438	14,871	15,316	Compliance Manager
	Annual	136,764	140,868	145,104	149,448	153,924	158,556	163,308	168,204	173,256	178,452	183,792	

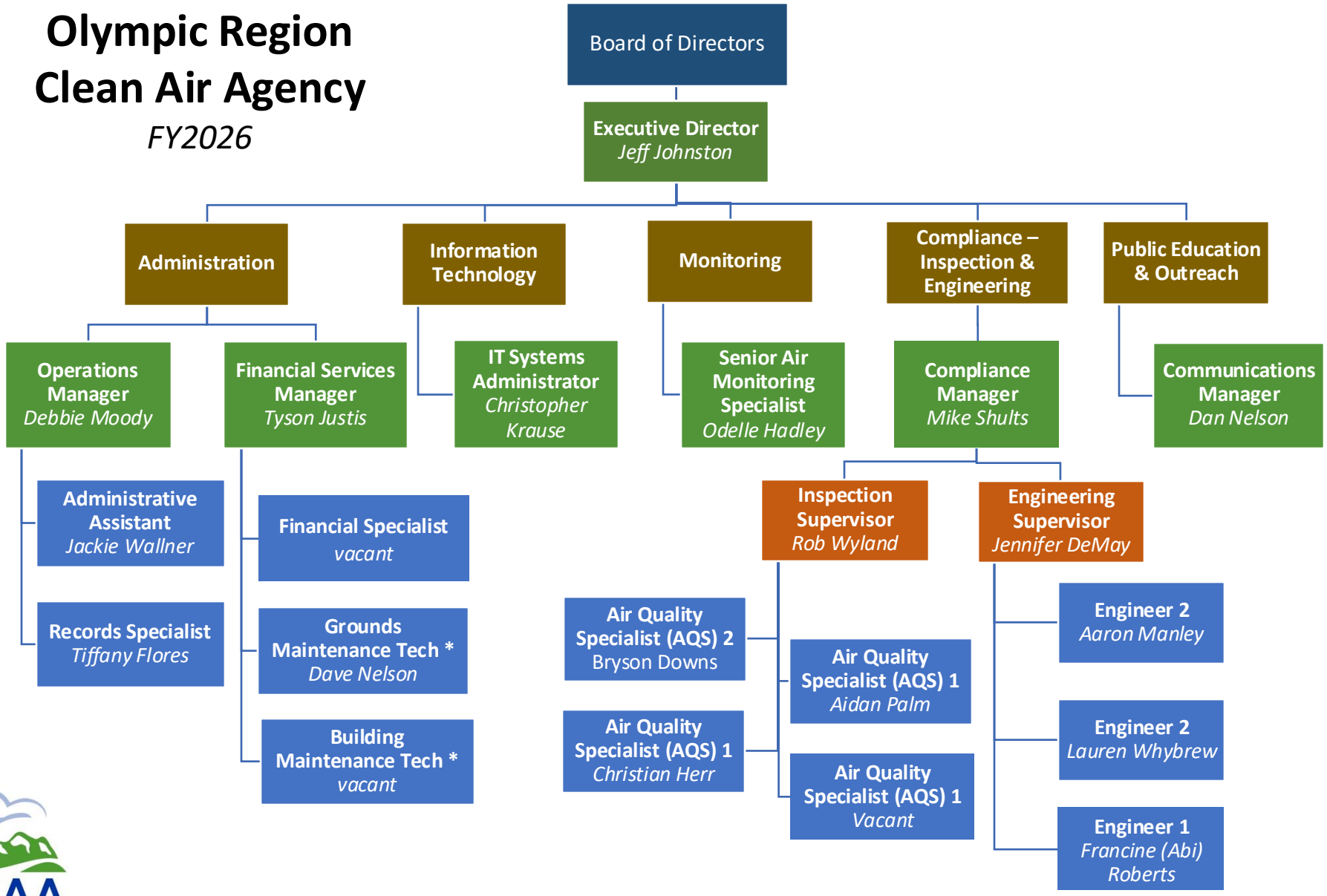
Reflects:

2.30% Salary Adjustment for FY2026

3.00% increase between each step

Olympic Region Clean Air Agency

FY2026



ORCAA
OLYMPIC REGION CLEAN AIR AGENCY

* *part-time*

Updated: April 2, 2025

Agricultural Burning Fee Schedule

Effective July 1, ~~2024~~2025

Agricultural Burn Permit Fee – ORCAA Rule 3.4(a)*

Fee	Minimum Fee	Variable Fee
Field Burning	$37.50 for the first 10 acres	$3.75 for each additional acre
Spot Burning	$37.50 for 10 acres or less	None
Pile Burning	$80 for the first 80 tons	$1.00 for each additional ton

***These fees are exempt from Resolution 268.**

Land Clearing Burning Fee Schedule

Effective July 1, ~~2024~~2025

Land Clearing Burning Permit Fee – ORCAA Rule 3.4(b)

The Land Clearing Burn Permit fee shall be $~~131~~ 275 for one acre or less. For greater than one acre, the fee will be $~~131~~ 275 per acre cleared, rounded to the nearest full acre.

Asbestos and Demolition Fee Schedule

Effective July 1, 2024

Asbestos and Demolition Fees – ORCAA Rule 3.5

ASBESTOS PROJECT	Notification Fee
Single Family Residential	$ ~~46~~47
10 - 259 linear feet or 48 - 159 square feet	$ ~~196~~201
260 - 999 linear feet or 160 - 4,999 square feet	$ ~~426~~435
1,000 - 9,999 linear feet or 5,000 - 49,999 square feet	$ ~~851~~871
10,000+ linear feet or 50,000+ square feet	$ ~~1703~~1742
Annual Notification (limited to 260 linear feet or 160 square feet maximum)	$ ~~655~~670
Emergency	$ ~~65~~67 plus notification fee

DEMOLITION PROJECT	Notification Fee
Single Family Residents (AHERA Survey Required)	$ ~~46~~47
Commercial Structure (AHERA Survey Required)	$ ~~79~~80
Emergency Project	$ ~~65~~67 plus notification fee

Olympic Region Clean Air Agency Fee Schedules
Effective July 1, ~~2024~~2025

Registration Fee Schedule

Registration Fee - ORCAA Rule 3.1 (b)

Registration Class (RC)	Registration Class Fee Amount	Emission Fee
RC1	$ ~~2128~~2177	$ ~~65~~ 67 per ton
RC2	$ ~~1899~~1943	$ ~~65~~ 67 per ton
RC3	$ ~~1703~~1742	$ ~~65~~ 67 per ton
RC4	$ ~~786~~804	N/A
RC5	$ ~~314~~322	N/A

Re-inspection fee ORCAA Rule 3.1(i)

Re-inspection fee	$~~131~~ 134 per inspection

Notice of Construction (NOC) Fee Schedule

Effective July 1, ~~2024~~2025

NOC Fees - ORCAA Rule 3.3(a)

Filing Fee
\+ Additional NOC Processing Fees
\+ Other Costs
NOC Fee

Filing Fee - ORCAA Rule 3.3(b)

Complexity Fee
\+ Equipment Fee(s) (for each piece of equipment, unless they are identical per 3.3(b)(2)
Filing Fee

Complexity Fee

Complexity Level 1	$ ~~1324~~1354
Complexity Level 2[1]	$ ~~2649~~2710
Complexity Level 3[1]	$ ~~4431~~4532
Complexity Level 4[1]	$ ~~10721~~10967

Equipment Fee

Equipment/Activity	Fee	Base-Fee Hours
Abrasive Blasting	$ ~~509~~520	5
Asphalt Plant	$ ~~3767~~3853	37
Combustion Equipment not otherwise listed (Million Btu/hr heat input at design capacity)		
Less than 10	$ ~~1221~~1249	12
10 or more but less than 30	$ ~~1324~~1355	13
30 or more but less than 100	$ ~~2646~~2707	26
More than 100	$ ~~7127~~7291	70
Temporary Combustion Equipment (Onsite < 1 year)	One half the filing fee	One half the base-fee hours
Coffee Roaster	$ ~~712~~729	7
Composting Operation (Average material throughput – tons per day)		
Less than 50	$ ~~1324~~1354	13
50 or more but less than 200	$ ~~2341~~2395	23
More than 200	$ ~~3462~~3541	34
Concrete Batch Plant	$ ~~2036~~2083	20
Crematory	$ ~~1120~~1146	11
Dry Cleaner (per machine)	$ ~~712~~729	7
Dry Kilns	$ ~~1324~~1354	13
Emergency Engine – cumulative horsepower < 2000 bhp	$ ~~916~~937	9
Emergency Engine -cumulative horsepower ≥ 2000 bhp	$ ~~1832~~1874	18
Non-Emergency Engine (per engine)	$ ~~1324~~1354	13
Gasoline Dispensing Station	$ ~~712~~729	7

Log yard	$ ~~712~~729	7
Printing	$ ~~712~~729	7
Process Equipment ≤20,000 cubic feet per minute at design capacity	$ ~~10191~~1042	10
Rock Crushing Plant – includes General Order	$ ~~509~~520	5
Soil Remediation	$ ~~13241~~1354	13
Spray Painting – Autobody (per operation/booth)	$ ~~814~~833	8
Surface Coating – Aviation, Wood, Truck Bed Lining, Boat, Other (per operation/booth)	$ ~~14261~~1459	14
Storage Tanks ≤10,000-gallon total capacity (other than at retail gasoline dispensing stations)	$ ~~916~~937	9
Wastewater Treatment Plant	$ ~~21382~~2187	21
Welding	$ ~~10191~~1042	10
Other Equipment not listed above - Small[2]	$ ~~509~~520	5
Other Equipment not listed above - Medium[2]	$ ~~14261~~1458	14
Other Equipment not listed above - Large[2]	$ ~~34623~~3541	34
In-Kind Replacements –Replacement of equipment with a unit of same or smaller size and combusting the same or cleaner fuel (if applicable). This fee reduction does not apply to asphalt plants, combustion equipment >30 MMBtu/hr, or other replacements at the discretion of the Executive Director.	One half the applicable filing fee	One half the associated base-fee hours

Control Device Replacement/Change in Conditions (No Complexity Fee)

Equipment/Activity	Fee	Base-Fee Hours
Control Device Replacement per ORCAA Rule 6.1.10 NOC	$ ~~814~~833	8
Change in Conditions per ORCAA Rule 6.1.~~11~~[4] ~~11~~[3] NOC	$ ~~712~~729	7

Additional NOC Processing Fees - ORCAA Rule 3.3(c)

Additional NOC Processing fees, including work that exceeds the base-fee hours, will be billed at the following hourly rate as specified in ORCAA Rule 3.3(d).

Hourly Rate	$ ~~101.80~~104.14

Other Costs - ORCAA Rule 3.3(d)

Publishing and consulting costs incurred will be billed to the applicant as specified in ORCAA Rule 3.3(d).

Variance per ORCAA Rule 2.3, Compliance Schedule per ORCAA Rule 2.6(f), or Restricting the Potential to Emit per ORCAA Rule 5.3 (SMO)

Fees	Fee	Base-Fee Hours
Filing Fee	$ ~~14261~~1458	14
Add'l processing costs above allowed hours – per hour	$ ~~101.80~~104.14	
Actual legal notice fees	Actual cost	
Actual ORCAA legal fees	Actual cost	

[1]**Complexity – Level 1, Level 2, Level 3 and Level 4**

The following includes equipment that would be considered in each permit complexity class if installed by themselves. If the application includes more than one piece of equipment/process or if your equipment/process is not listed, please contact ORCAA Engineering Department for a complexity

determination for your project.

Level 1
Abrasive Blasting
Coffee Roaster
Dry Cleaner
Emergency Engine ≤2000bhp
Gasoline Dispensing Facilities
Rock Crushing Plant
Spray Painting – Autobody
Storage Tanks <10,000-gallon capacity - excluding gasoline dispensing facilities

Level 2
Combustion Equipment <30 MMBtu/hr
Compost <50 ton/day
Cremator
Emergency Engine ≥2000bhp
Non-Emergency Engine
Process Equipment
Soil Remediation
Surface Coating (excluding autobody)
Welding

Level 3
Combustion Equipment 30-100 MMBtu/hr
Compost 50-200 tons/day

Level 4
Asphalt Plant
Combustion Equipment >100 MMBtu/hr

[2]Equipment fees for other equipment not classified above is determined based on the size and the type of the unit. Please contact ORCAA Engineering Department for assistance.

~~[3]Per Rule 1.4, a "Modification" means any physical change in, or change in method of operation of, a stationary source that increases the amount of any air contaminant emitted by such stationary source or that result in the emissions of any air contaminant not previously emitted.~~

~~[4]Changes~~ [3]Changes in Conditions that will result in an emissions increase are reviewed as a "modification"

Notice of Intent (NOI) Fee Schedule

Effective July 1, ~~2024~~2025

NOI Fees - ORCAA Rule 3.6

Category	Fee
Asphalt Plant	$ ~~4028~~4121
Boiler	$ ~~1178~~1205
Concrete Batch Plants	$ ~~771~~789
Nonroad Engines	$ ~~1076~~1101
Rock Crushers	$ ~~1381~~ 1413
Other Equipment Not Classified Above	$ ~~1101~~1126

NOI Fees - ORCAA Rule 3.6 – Exemption under ORCAA Rule 6.4(a)(2)

Stationary source qualifying for exemption from New Source Review under ORCAA Rule 6.1(b)	$ ~~610~~624
Additional processing costs exceeding 6 hours for sources submitting an NOI for exemption under ORCAA Rule 6.1(b) who request assistance with documenting the stationary source's potential to emit	$ ~~101.80~~104.14/hr

NOI Fees - ORCAA Rule 3.6 – Exemption under ORCAA Rule 6.4(a)(3)

Gasoline Dispensing Facilities qualifying for exemption from New Source Review under ORCAA Rule 6.1(b)	$ ~~305~~312

Briefing Memo

Land Clearing Burn Permit Fees

Friday, April 4, 2025

To: ORCAA Board of Directors

From: Mike Shults (Compliance Manager) & Jeff Johnston (Executive Director)

Regarding: Request to increase Land Clearing Burn (LCB) permit fee significantly to bring program closer to cost recovery

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Executive Summary

ORCAA issues approximately 225 LCB permits per fiscal year with a fee of $131 per acre (more than 90 percent of permits issued are for 1 acre). Analyzing data over the past 3 years shows that it costs the agency approximately $275 per permit to execute the program. Staff recommends increasing the cost of a LCB permit to $275 per acre, in accordance with ORCAA Rule 3.4 (b) stating that fees must cover the cost of the program.

Requested Board Action

Approve a LCB permit fee increase from $131 to $275 per acre as part of approving the FY2026 budget.

Budget Impact

Increasing the fee to $275 per acre from $134 (the FY2025 fee increased by 2.3% per Resolution 274) – assuming 225 LCB permits during the year – will increase program revenue from $30,105 to $61,875.

Background

ORCAA Regulations require LCB permits for all areas in ORCAAs jurisdiction. ORCAA Rule 6.2.2 defines land clearing burning as outdoor burning of trees, stumps, shrubs or other natural vegetation from land clearing projects. ORCAA issues approximately 225 LCB permits each year, and the trend is decreasing with fewer permits issued each year.

Thurston County holds the majority of LCB permits (49%) followed by Clallam (36%), Grays Harbor (12%), Jefferson (5%) and Pacific (1%) counties. Per agreement between ORCAA and Mason County, the Mason County Fire Marshal issues all LCB permits in that county. ORCAA has similar agreements with 12 individual fire departments and districts in our other five counties. The costs charged by fire districts range from $75 to $175 per acre. These permits are administered by much smaller entities, so less time for them for complaints and inspections. ORCAA still handles some complaints and all enforcement in these districts, therefore, ORCAA's costs are higher.

ORCAA has not increased the LCB permit fee more than the annual CPI increase for more than 10 years. Over that time, the cost of processing, inspecting, and responding to complaints for the land clearing burns have increased faster than our permit fee. ORCAA is looking at efficiencies in the land clearing burn program but must also raise the fee more than the CPI for the program to approach cost recovery. According to ORCAA Rule 3.4 (Outdoor Burning Permit Fees) (b), the fees collected must cover the direct and indirect costs of the LCB permit program. The workload analysis showing

a cost of $275 per acre for the LCB permit program includes payroll direct, payroll indirect (i.e., employee benefits) and nonpayroll (i.e., office supplies, gasoline, etc.) costs of the program.

As the name of the permit indicates, LCBs are for land clearing done as part of developing a parcel of land and are much different from residential burns. LCBs are typically much larger (up to 20 feet in diameter) compared to residential burns (between 4-10 feet in diameter). Residential burning is allowed for limbs or trimmings of onsite vegetation in an already developed lot. Relative to the costs associated with land development, staff does not see this large fee increase ($141 per acre) as overly burdensome on permit applicants.

LCBs are a large source of emissions to our airsheds and increasing fees could provide an incentive to landowners and developers to consider other methods of disposal of the woody debris (chipping or hauling off-site). The fee increase is also consistent with ORCAA's approach to charge higher fees for higher emissions.

The requested increase in the LCB permit fee is part of ORCAA's effort to set fees that cover the cost of operating our fee programs. In the next year, staff will look closely at other fee programs (NSR, registration, and asbestos and demolition) and will make recommendations to the Board about additional fee adjustments.

OLYMPIC REGION CLEAN AIR AGENCY

RESOLUTION NO: 2018-274

Western Consumer Price Index Adjustment for ORCAA's Fee Schedules
And
Workload Analysis Process

WHEREAS, the Olympic Region Clean Air Agency (ORCAA) Board of Directors previously approved Resolution #268 authorizing ORCAA to adjust fee schedules using the Consumer Price Index (CPI) for the Seattle, Tacoma, Bremerton Washington area, and

WHEREAS, the fee schedules include the following programs: registration, asbestos and demolition notifications, open burning permits, notice of construction, notice of intent, and variances, and

WHEREAS, ORCAA conducts periodic workload analysis on programs to determine sufficient coverage of program costs, and

WHEREAS, the workload analysis may determine that CPI is insufficient to fully recover workload costs, and

WHEREAS, in January 2018, the Bureau of Labor Statistics (BLS) redefined CPI indices affecting Washington local government entities that use the CPI, and

WHEREAS, the BLS created the Western Consumer Price Index that includes the West region and Pacific division, and that the Pacific division includes Washington, and

WHEREAS, the Board of Directors have chosen to follow the Western Consumer Price Index which is closest in proximity to ORCAA's region, and

WHEREAS, the Board of Directors will annually adjust the fee schedules using the Western Consumer Price Index (CPI-U) for the prior calendar year, unless, after conducting periodic workload analysis of the programs the Western Consumer Price Index does not sufficiently cover program costs, and ORCAA shall publish a notice of the adjusted fee schedules as part of the annual budget to allow for public comment.

NOW, THEREFORE, BE IT RESOLVED,

1. The fees set forth in the ORCAA fee schedules are revised as set forth in Attachment 1.
2. The fees set forth in Attachment 1 shall be adjusted annually to reflect the rate of inflation as determined by the prior year's Western Consumer Price Index (CPI-U) as published in the Bureau of Labor Statistics.
3. Annual fee adjustments shall not exceed 3 percent of the previous year's fee.
4. ORCAA shall adopt the adjusted fee schedules as part of the annual budget process.
5. If periodic workload analyses are conducted and fees are higher than the allowed

rate of inflation in the Western Consumer Price Index (CPI-U), the Board may adopt, under separate resolution, the new fee schedules that resulted from the workload analysis.

6. Unless otherwise ordered by the Board, the fee schedules adjusted for inflation as determined by the prior year's Western Consumer Price Index (CPI-U) as published in the Bureau of Labor Statistics shall become effective on July 1st.

Presented by:

Francea L. McNair
Executive Director

ORCAA Board of Directors:

Approved and signed on
this 13 day of June, 2018

6-7-18 lmh

OLYMPIC REGION CLEAN AIR AGENCY

RESOLUTION NO: **2018-275**

Western Consumer Price Index Adjustment for Per Capita Supplemental Income Assessment

WHEREAS, the Olympic Region Clean Air Agency (ORCAA) Board of Directors previously approved Resolution #267 authorizing ORCAA to adjust Per Capita Assessments using the Consumer Price Index (CPI) for the Seattle, Tacoma, Bremerton Washington area, and

WHEREAS, in January 2018, the Bureau of Labor Statistics (BLS) redefined CPI indices affecting Washington local government entities that use the CPI, and

WHEREAS, the BLS created the Western Consumer Price Index that includes the West region and Pacific division, and that the Pacific division includes Washington, and

WHEREAS, the Board of Directors have chosen to follow the Western Consumer Price Index which is closest in proximity to ORCAA's region, and

WHEREAS, the Board of Directors will annually adjust the per capita assessment using the Western Consumer Price Index (CPI-U) for the prior calendar year.

NOW, THEREFORE, BE IT RESOLVED,

The Board of Directors hereby amends Resolution #267 to annually adjust the rate for per capita assessment as part of the annual budget adoption by using the annual rate of inflation as determined by the prior year's Western Consumer Price Index (CPI-U) as published in the Bureau of Labor Statistics.

Presented by:

Francea L. McNair
Executive Director

ORCAA Board of Directors:

Approved and signed on
this 13 day of June, 2018.

6-7-18 lmh