

## Franklin County NRCD Board of Supervisors Meeting Minutes

August 1, 2019

In attendance: Daton Fleury (Board Chair), Richard Noel (Board Treasurer), Doug Lantagne (Board Supervisor), Phil Parent (Board Supervisor), Jeannie Bartlett (District Manager), Brodie Haenke (Conservation Specialist), Liza Lemieux (Conservation Technician), Wynea Buford (NRCS District Conservationist), Steve Mengel (Accountant), and Brittany Wood (Accountant).

50 S. Main St., St. Albans, VT 05478

minutes recorded by Jeannie Bartlett

### Minutes:

2:00 Meeting called to order. Liza, Brodie and Jeannie reported on recent District activities. Thanked Liza for her year of service.

2:29 Reviewed minutes. Richard noted that in Canada the price for disposing of tires is incorporated in the initial price.

2:32 Richard makes a motion to approve the minutes as printed. Phil seconds. Approved.

2:35 Jeannie provided information on upcoming events: Sunflower Festival, Franklin County Field Days, Summer Farm Meeting, and Local Workgroup. Richard provided update that Anson Tebbetts does not know anything about the Field Days location possibly being shut down.

Richard notes that weeds around a manure pit cause weeds to be spread through the manure or equipment.

2:43 Financial update from accountants and Jeannie. Supervisor asked if we know now what our total equity is, and Jeannie emphasized that the number in our draft balance sheet is progress towards understanding our total equity, but there are still liabilities that have not been accounted for. For example, Ag-CWIP paid us in FY2019 for design and printing of all our remaining contracted roadside Signs of Conservation, but that work won't be completed until FY2020. Or, for example, Ag-CWIP paid for us to provide \$150 cost shares on GoCrop for 10 farms, but we only paid for one. So right now that \$1350 shows up as equity, but it should not because we still have to either spend that money on last year's work or return it. Steve articulated that Accounts Receivable is money that we know is coming but haven't received, and Accounts Payable is bills we've received but not paid. Steve emphasized to let them know when we receive a bill or send an invoice, rather than waiting until it's paid or received.

3:00 Phil makes a motion to approve the financial statements for FY19 as presented. Doug seconds. Approved.

3:01 Jeannie presents the draft FY20 budget, which has so far been prepared without assistant from the accountants. Because it only includes revenue from invoices that are expected to be submitted in FY2020, and not revenue already received in FY2019 for work that will be conducted in FY2020, and possibly for other reasons, the draft budget reflects a deficit for FY2020.

3:15 Jeannie presents the FY2019 Work Plan Report and FY2020 Work Plan. Doug notes that the list of tasks is longer in FY2020. Doug asks if we were working full time in FY19, and Brodie and Jeannie answer "no." Brodie regularly worked only 70 hrs a pay period, and Jeannie took off four weeks in August to September. This was in part because the FY19 budget only showed enough revenue for each person to work 1680 hours.

3:24 Board recommends Jeannie and the accountants return to budget and work plan to better understand revenue that should be brought over from prior fiscal years, and whether we need additional funding or to make cuts.

3:27 Jeannie presents the draft Financial Policies and Procedures. Since the Manager is required to receive Board approval for any budget changes of 20% or greater, and the current budget does not reflect large income and expense associated with projects the District expects to implement this year, Steve recommends that Jeannie add implementation project cost estimates into the budget so they don't cause massive changes to the budget.

3:47 Jeannie shares the revised draft Memorandum of Agreement template from NRCS. Given limited time today and length of the document, Board and Jeannie agree that Board members will review the draft MOA and provide feedback

to Jeannie via phone and email next week. Doug asks whether NRCS has responded to the Districts' comments at all, and Jeannie clarifies that this revision *is* their response, and reads additional comments from John Thurgood received via email. Phil comments that he disagrees with Winooski NRCD's experience of the Local Working Group merely being a "rubberstamp" to the NRCS prioritization process; he feels the process has been a meaningful collaboration in our District. Doug comments that the list of "Districts shall" is many bullets longer than the "NRCS shall" list.

3:58 All present agree that a meeting in one month instead of two will provide the Board an opportunity to review the revised FY2020 budget more promptly. Next meeting set for September 5<sup>th</sup> 9:30-11:30.

4:00 Meeting adjourned.

Follow up:

- Jeannie will send Brittany the mileage breakdown across grants.
- Jeannie will add estimates of implementation projects so that they don't cause massive changes in budget.
- Jeannie, Brittany and Steve will return to budget and work plan to better understand revenue that should be brought over from prior fiscal years, and whether we need additional funding or to make cuts.
- Supervisors will review draft MOA and respond to Jeannie.