

State NRCC Finance Committee – 11/27/2018
8:00am Teleconference

Present: Rick Hopkins, Beth Moser-Duquette, Bill Manner, Somara Zwick, Jill Arace

Minutes: Beth Moser-Duquette/Somara Zwick

Primary focus of meeting – draft mid-year budget adjustments & prep for Council mtg 12/11/18; preceded by overview of October financial reports

October Financial Reports:

- Somara gave brief explanation of financial reports provided for October; explanation of comparative balance sheet (10/2018 to 10/2017) – note amounts in brackets all reflect under-annual budget; Overall bottom line of report shows growth slightly more that doubled from 10/2017; Cash activity – deposits & NRCD payments very active in both October and November – brief discussion of which funds were received & timing + anticipated next Round of AG-CWIP payments tot pay out.
- P&L Budget to Actual reports – overall & by class in both detail & condensed. Asked for feedback from committee re. reports usefulness.
- Rick asked for clarification on 2017 to 2018 comparison by line item and if apples-to-apples comparison on Balance sheet items would be more meaningful going forward now that categories are consistent. Somara agreed that yes, they should be.
- Rick Hopkins suggested committee members suggest what reports can be omitted from monthly reporting

Budget Worksheet- Mid year revisions/adjustments

- Somara indicated monetary changes input in worksheet are in bold type; based on revisions received from Kerry & Jill
- Revenue changes:
 - Only change was re. new Tactical Basin Planning agreement timing of payments per agreement schedule. Original budget had \$64,000 in FY2019 budget; Revised to \$53,200 based on payment schedule. Agreement begins 10/1/2018 and ends 9/30/2019, so last two payments are in FY2020. (Budget approach used cash basis instead of accrual)
 - No new agreements are included in this budget – per Jill most will not be in effect until almost end of FY2019. Many new proposals in progress (see Other business).
- Expenditure changes:
 - Jill requested confirmation of budget changes for new Water Quality program mgr to 60% instead of 50% position – an extra 4 hours per week; Finance committee approved. Start date is next week (12/4/18) but he will be off for 2 weeks for holidays so more of a mid-December start. First weeks will be spent in training with Kerry, et al. Possibility of VACD using new manager for communications to provide full time opportunity as soon as possible, but Jill needs to discuss with Kerry re. time commitment, etc.
 - Somara indicated 3 line items require more revisions: Water Qualm gr, Kerry/Admin mgt & VACD capacity budget. All require consult with Jill & Kerry. Suggested that Jill/Somara/Kerry will work on revising and will send out new report to finance committee prior to 12/11th meeting; Jill explained Kerry's schedule is quite busy with new grant proposals right now - Kerry busy until Dec. 5/6 then she and Jill and Somara can sum up line items in budget
 - Jill suggested & Somara confirmed that a condensed report with notes will be provided for Council meeting
 - Because agreements were drawn up for six months in July, agreement amendments for next six months will be needed for Admin Mgr, Business Mgr & VACD. Jill wants to be sure Kerry's agreement is sufficient re. new time requirements for Water Qual Mgr training.
 - Other adjustments may be needed for Program management work by PMNRCD/Hilary and Winooski to cover their time/expense for assistance on new grants – e.g. Trees for Streams
- Finance committee approval of Budget worksheet in progress and plans for completion

Other Business: Reports from Jill:

- Working on 20/20 New Grant bids: some may roll into 2019:
- DEC Basin planning agreemen for project development support: \$45,000 will be split between 3 groups; additional funds possible. (The3 groups are Water Shed groups, Regional Planning, and Conservation districts.)
- \$216,000 (\$215,000?) in new Trees for Streams grants available will split between Watershed & Conservation districts.
- Additional Block grant funding also
- Initial discussion with Laura (VAAFm) in regards to increasing Core funding budget through the grants to give said funds to spend towards construction for project implementation. Also, the Clean Water Fund Budget is higher than last year, but revenue a bit of a mystery: Governor has not said where funding will come from. Proposing to receive more information on this line item.
- If funding continues there will be Capacity growth opportunity for all NRCDs.

Discussion regarding ability and challenges for growth among districts followed with Rick asking if this was being addressed with all the District Managers.

Current District Manager meeting on calendar for this Thursday, Nov 29th. Jill also discussed change in some content/format of DM meetings to be online with recorded video available. Somara added she will address some growth issues in Dec 19th DM training session.

Our follow-up for next finance committee "Agenda" focus on budget and a new draft agreement amendments in order. Rick won't be able to attend finance committee meeting on Dec. 11th but plans on attending Council meeting in the afternoon.

Next Finance Committee Meeting: December 11, 2018 - 11 a.m.
Council Meeting: December 11, 2018 – 1 p.m.

Beth makes motion to adjourn, Bill seconded; all agreed.

Adjourned: 8:57am