



Special Meeting of the CVSWMD Financial Oversight Committee
Tuesday, 15-August-2017 –5:30 PM
CVSWMD Offices: 137 Barre Street, VT 05602

Minutes

1. **Convene meeting:** At 5:33 PM, Chairman Bill Powell convened the meeting with FOC member Steve Micheli. Fred Thumm was unable to attend. Board Member Peter Carbee, GM Bruce Westcott, and District staff Cass Hemenway and Cathleen Gent were present.
2. **Agenda Revisions:** The GM suggested two other topics to be discussed – no actions required. The Chair asked him to cover those at this time.
 - a. **District Compensation Plan** – The GM reviewed for the FOC members the relevant history: the District committed to a review of its Compensation Plan in 2016 and asked Leesa Stewart to author the plan, which was presented to the EB and the Board for adoption last winter. A Board member raised two questions resulting, in effect, in a Board vote to “table” acceptance pending further information. After consultation with the EB, the GM engaged a veteran HR professional to review the draft plan and to address two questions raised at the Board meeting. The consultant has produced a brief review of the plan, with recommendations, and the GM intends to bring the plan back to the Board in September for adoption, with the supplemental information. The GM reports there are no implications for the FY18 payroll budget, and that he will ask for funding in FY19 to engage a professional to perform another plan review, as one of the recent recommendations is that such reviews should be performed more frequently than the five year schedule which the District has kept. The FOC thanked the GM for the update, and took no action.
 - b. **Second District Vehicle** – The GM reviewed for the FOC the direction which the EB had provided to investigate lease costs for a new vehicle conforming to the requirements and specifications which the staff outlined. He reviewed the EB’s interest in a new vehicle (maintenance costs budgeted in, fixed monthly amount, no down time incurred with repairs to an older vehicle). He reported that he has consulted with sales/leasing staff at local Toyota and Honda retailers, and will prepare a recommendation for the coming Board meeting, as he believes that the size of financial commitment requires full Board approval before proceeding.
3. **Approval of Minutes:** Steve Micheli made a motion to approve the minutes of July 10, 2017. The motion was seconded and the minutes were approved.
4. **Review of Pending Federal Grants:** The Chair invited Outreach Manager Hemenway to brief the FOC on two Federal grants pending receipt by the District. Hemenway reviewed the descriptive materials for the EPA “Healthy Communities Grant” and USDA Rural Utilities Service Grant which had been provided to the members, and solicited questions about program content or budget of both of the grants. Member discussed with Hemenway issues about grant activities, match dollars required of the District, period of performance, and other matters. Steve Micheli made a motion to resolve to support both grants as submitted and discussed and to recommend acceptance to the Board. Further resolved,

to express approval of the creation of a .75 FTE position, for one year, to support the projects, commencing October 1. Further resolved, to express approval of recruitment activities by the District during August, with the understanding that extension of an offer of employment depends upon Board approval of the grant. The motion passed unanimously.

5. **Proposed FY18 Budget Adjustment** – Members reviewed the materials provided by the GM describing proposed budget amendments. They are for the most part focused on the budget changes that result from the July 1 transition away from commercial organics hauling, and the projected receipt of various grants.
 - a. Cathleen Gent drew members’ attention to the line items for proposed District grants to other parties, and a request from the Grants Committee – which had just adjourned its meeting – to consider doubling of the LRWF Grant budget from \$5000 to \$10000. Members asked for some details of Grants made during the current fiscal year, and considered these and other grant line items.
 - b. The GM walked members through the other line items in the proposed budget adjustment, focusing on those lines for which estimates have changed, or impacted by the organics hauling or new grant activity.
 - c. The GM reminded FOC members of a resolution approved by the Board by which the GM will be in October presenting the Board with an annual financial report, including recommendations on fund balances. It will include recommendations regarding current fund balances, and maintenance of fund balances from one fiscal year to the next. There was discussion of District accounting functions and tracking of fund balances. The Chair requested that the GM check with auditors to make sure that our practices for maintenance of intra-fund transactions and balances meet relevant standards.

Steve Micheli proposed a resolution to recommend of the proposed adjustment, including late-breaking changes described by the GM at the meeting, for acceptance to the Board. The motion passed unanimously.

6. **Other Business:** No other business was proposed or discussed.
7. **Adjourn:** A motion (Micheli) to adjourn passed unanimously. The meeting adjourned at 6:55 PM.

Respectfully submitted:



Bruce Westcott, General Manager