



Financial Oversight Committee Meeting

Tuesday, November 24, 2020

Meeting Conducted Remotely

Minutes

Chair Bill Powell called the meeting to order at 5:31 PM. All meeting participants joined by teleconference: with Committee members Fred Thumm and Peter Carbee, Treasurer Kathie Felch, General Manager Cathleen Gent and Operations Manager Cassandra Hemenway.

- 1. Agenda Revisions** – Fred Thumm requested to discuss accepting credit cards at the ARCC.
- 2. Approval of the minutes of October 27** –*Fred Thumm made a motion to approve the minutes of October 27, seconded by Peter Carbee. The motion passed unanimously.*
- 3. USDA Grant Proposal** – Cathleen Gent and Cassandra Hemenway described a potential grant application to provide outreach and education around Household Hazardous Waste, in light of the new HHW facility. The grant amount requested will be about \$100,000, including a 25% match from CVSWMD.. If awarded, the grant will run from October 2021 to September 2022 and will result in adjustments to the FY22 and FY23 budgets. *Motion by Fred Thumm, seconded by Peter Carbee, to recommend to the Executive Board that they endorse the submission of this grant application. Voting: all in favor – unanimous.* Cassandra Hemenway left the meeting at this time.
- 4. Review FOC Monthly Reports** - The FOC reviewed Cathleen Gent’s memo and set of financial reports for FY21 for the period July 1-October 31, recent large checks, and an Accounts Receivable aging summary report. The FOC requested that Cathleen Gent approach our bank about getting a short-term investment account for a portion of our reserves to gain a higher interest rate. The FOC also asked Cathleen Gent and Kathie Felch to provide updated information about truck payments. Cathleen Gent suggested that some of the old accounts receivable may need to be written off. The FOC requested that staff prepare – with counsel from Kathie Felch and Robert Pace - a policy regarding criteria for writing off uncollectable debt. Any formal requests will be made to the Executive Board.
- 5. FY21 Budget Adjustment** – Cathleen Gent reviewed the revised FY21 budget, which the Board will review. The goal of this budget adjustment is to tie the budget more closely to actuals for the remainder of FY21. FOC members offered numerous changes to specific line items. The FOC also requested that staff prepare a separate budget and actual report for the HHW facility. Cathleen Gent will bring a draft to the next FOC meeting. *Motion made by Fred Thumm, seconded by Peter Carbee, to recommend that the Board approve the revised FY21 Budget Adjustment. Voting: all in favor – unanimous.*

There was a temporary break in the meeting due to internet connectivity issues. Kathie Felch left at this time.
- 6. FY22 Revised Preliminary Budget** – Cathleen Gent reviewed the revised preliminary budget, which must be approved by the Board of Supervisors next week. The FOC requested changes in formatting the report. *Motion by Fred Thumm, seconded by Peter Carbee, to recommend that the Board approve the revised FY22 Preliminary Budget. Voting: all in favor – unanimous.*
- 7. Other New Business** – Fred Thumm suggested staff consider accepting credit cards at the ARCC. Cathleen Gent said that staff would like to do that and that she will work with Kathie Felch and bookkeeper Erin McCullough on setting that up with Quick Books.
- 8. Adjourn** – *At 7:35 PM, Fred Thumm made a motion to adjourn, seconded by Peter Carbee. The motion passed unanimously.*

Respectfully submitted,

A handwritten signature in blue ink that reads "Cathleen Gent". The signature is written in a cursive, flowing style.

Cathleen Gent, General Manager