

# State Natural Resources Conservation Council

An Agency of Vermont State Government, Serving Vermont's 14 Conservation Districts

## **NRCC Finance Committee Meeting**

**January 28, 2020: Conference Call**

**Present:** Bill Manner, Somara Zwick, Kerry O'Brien, Jill Arace,

**Meeting Opened: 8:00am**

**Financial Statements:** Somara discussed the financial statements and budget adjustments.

**Payment in Advance of Funds to Districts:** The committee discussed a policy for payments to Districts prior to receiving revenues. It was agreed that if the invoice (receivable) has been received and approved by the funding agency, then if funding is available NRCC can make payments to Districts. Somara will draft language for NRCC's Financial Policy.

**Grand Isle County NRCD:** Core Service agreement has been executed. They will be submitting a Work Plan and Budget and invoicing for trainings. They submitted a proposal for capacity building for \$3000 in funds from last year. Kerry will reply to Emily and indicate that NRCC would like to see a grant proposal as a deliverable, ask them to adjust their budget to reflect an hourly rate, and ensure the total is \$3000. They can submit an invoice with deliverable anytime, Kerry would prefer on interim payment and one final payment (or one payment total).

**Line of Credit:** People's bank unlikely to lend funds to NRCC, and the interest payments are a concern. Somara will be uploading a simple cash flow projection worksheet to help District manage their cash flow better. Somara is still looking into opportunities for credit and will be in touch.

**Winooski Tech Support contract:** Kerry will amend Winooski's contract for \$1000, the committee was supportive, and Kerry will follow up with Rick.

**NRCC Meetings:** Discussion of meeting content for NRCC meetings. Jill suggested a discussion of how the state is tracking and documenting results. Rick mentioned Ag-CWIP report review. Suggestion that sessions were educational, outside speakers. Kerry will email NRCC members for suggestions.

**NRCC Staffing:** Kerry and Jill are working on a shared VACD/NRCC job description for a Business Manager who will manage finances and contribute to HR support for the Districts. They are also hoping to hire a Program Assistant to support our current Program Managers and work on communications as well. There is hope that VACD/NRCC could have an office location in the next two year.

**Ottawaquechee NRCD update:** They had a legislator meeting and discussed slow payments from DEC. Their legislators may follow up with ANR to discuss this. Ottawaquechee NRCD sent a letter to NRCC/VACD to share their concerns about this and status of the NRCC Block Grant.

**Next Committee Meeting: Wednesday March 4<sup>th</sup> 8:00am**

**Meeting Adjourned: 9:15am**