

## **SRPC EXECUTIVE COMMITTEE MEETING**

**December 20, 2024, 8:00 a.m. to 9:00 a.m.**

**Hybrid Meeting (Conference Rm 1A & via Zoom)**

### **1. Introductions:**

At 8:02 AM Chair David Landry called to order. In attendance: Dave Landry, Dover; Barbara Holstein, Rochester; Joe Boudreau, Rochester; Michael Bobinsky, Somersworth; Katrin Kasper, Lee; Peter Nelson, Newmarket, Michael Lehrman, Durham

**Staff attending in person:** Jen Czysz, Colin Lentz

Guest attending on Zoom: Scott McIntyre and Erin Rohr of CBIZ.

**Staff attending Zoom:** Kyle Pimental, Megan Taylor-Fetter

### **2. Presentation of FY2024 Draft Audit**

Scott McIntyre and Erin Rohr of CBIZ, formally Marcum Associates, joined the meeting on Zoom to present the FY2024 Draft Audit. S. McIntyre stated that the audit went very well, they encountered no significant difficulties in performing procedures and do not need to propose any audit entries. There were no disagreements on how to apply to the generally accepted government accounting standards and no significant estimates.

The Draft Opinion is a clean opinion, an unmodified and in accordance with the auditing practice. S. McIntyre stated that SRPC has done a good job of tracking cash flow. The professional standards applied and generally accepted government accounting principles.

S. McIntyre reviewed the financial statements and stated there are two sets of statements-long and short term.

The Independent Auditors Report is required by the generally accepted government audit standards. The letter defines any internal control deficiencies and material weaknesses to which there were none.

S. McIntyre opened the presentation to questions. M. Lehrman asked about a change in fund balance and at what point is it an issue. S. McIntyre responded that if receivables continue to go up, it becomes a critical issue and there is more risk. If unassigned fund balance represented 10% of annual expenditure, if it became 5-7% that would be a concern. M. Bobinski stated that he appreciates the presentation and the positive report reinforces confidence in the financials controls. He asked if there he has any advice for commissioners? S. McIntyre responded commissioners are getting a very robust monthly reporting. M. Lehrman stated the state budget is not looking good with the new leadership and asked how does this impact SRPC? J. Czysz responded that it could potentially result in staff shortages on the state level and payments would be slow. The group asked how



the commission would be affected by a government shutdown. J. Czysz responded that it could affect cashflow and make payroll challenging; we do have a line of credit which would be good for 18 months. J. Czysz stated that the single audit is still forthcoming.

### **3. Action Items**

#### **a. Acceptance of the FY2024 Draft Audit**

D. Landry motioned to accept the FY2024 Draft Audit seconded by K. Kasper. All members voted unanimously in favor. The motion passed.

#### **b. Approval of November 15, 2024 Draft Minutes**

D. Landry motioned to accept the Draft November 15, 2024 minutes seconded by M. Bobinsky. All members voted unanimously in favor. The motion passed.

#### **c. Acceptance of the Draft October Financials**

J. Czysz reviewed the draft October Financials:

Balance Sheet: During October the revenue in advance and dues transfer from savings to checking, approximately \$43,000, was entered backwards, instead moving the funds from checking to savings. It was corrected in November. Additionally, contractor invoices received for October expenses are record on October 31, 2024. However, those are actually received and paid in November. (this is how we process checks each month) The cumulative impact shows as a negative checking account balance. Overall, the account balances exceed this time last year. In the new year we expect to see a bit of a boost as the November DOT invoice was a big one and was processed early in December. Those funds may be in place before January.

Accounts Receivable: At the end of October our accounts receivable increased to \$248,935. Of that total, \$122,121 was the current month's billables and another \$116,092 was received in early October, leaving a total past due amount of \$10,722. A good cash flow month.

Profit and Loss and Income by Customer: The October income by customer was excellent: \$157,269 in billables. This contributed to a net profit for the month of \$2,490.

Year to date, reviewing the profit and loss to the budget, our municipal contracts are generally on target. Most of the larger deviations are attributable to contracts that carried forward from last fiscal year where more funds were available this year than anticipated. This will be addressed in the mid-year budget amendment to help better reflect actual funds available rather than estimates.

Withing Federal Agencies, EDD Partnership, our core economic development grant, started the year behind due to contract delays at the federal level. We are catching up quickly. The HUD EDI CDS, our earmark for the regional plan, is also running behind, the large difference is due to the pass-through funds to the eight other regions.

The State Award Revenue items with deviances include TBG our targeted block grant state general funds from NH BEA, we have fully drawn down this grant ahead of schedule. The Coastal TA grant is not as behind as it appears – there is \$4000 pass through within that balance that has not yet been expended. The PREPA grants carried forward more funds, and correspondingly pass through expenses from last fiscal year. BRIC20, Hazard Mitigation Plans, are lingering at FEMA pending reviews.

Lastly, the MPO revenue is catching up. You will see in November's financial reports that the program is caught up to where we were targeted to be at this time.



Related, November was a three-payroll month. For programs like UPWP it allowed for bigger billings in November, but also a greater level of expenses.

D. Landry motioned to accept the Draft October Financials seconded by K. Kasper. All members voted unanimously in favor. The motion passed.

#### **d. Recommend Approval of the Mid-Year Budget Amendment**

This item was tabled to the January meeting.

#### **e. Election of Committee Chair**

D. Landry stated that serving on the commission and as chair has been a wonderful opportunity and experience and it is time to step down. K. Kasper has expressed interest in serving as chair. There were no other volunteers.

J. Boudreau motioned to appoint K. Kasper as chair effective noon today, seconded by M. Bobinsky. All members voted unanimously in favor. The motion passed.

D. Landry stated there is now a regular position open and there is only one alternate; we need to do some recruiting.

K. Kasper motioned to appoint M. Lehrman as a regular member seconded by J. Boudreau. All members voted unanimously in favor. The motion passed.

### **4. Updates and Discussion Items**

#### **a. Awards, Contracts, and General Business**

J. Czysz highlighted the awards and contracts. She stated the indirect rate is trending in the right direction. The PREPARE contract is now complete. SRPC worked with three communities on housing opportunity planning grants which were awarded. In Newmarket, we continue work to create a form-based code. In Nottingham, new HOP grantee-master plan component of the housing chapter. In Middleton, SRPC is assisting with zoning ordinances.

J. Czysz stated that four of our region's communities were awarded Housing Champion Designation: Farmington, Somersworth, Dover, Rochester. A Shout out to Farmington who had one of the highest scores.

D. Landry noted that there are several communities that do not have commissioners even though those communities are very involved.

#### **b. December Minors**

C. Lentz highlighted the December minors. There are no child projects in the region that had changes. Current projects are ongoing in Lee, Newington, and Northwood.

### **5. Other Business**

There was no other business.

### **6. Adjourn**



M. Bobinsky motioned to adjourn seconded by K. Kasper. All in favor, the meeting adjourned at 8:04am.

