

EXECUTIVE COMMITTEE MEETING

February 21, 2025

8:00 a.m. to 9:00 a.m.

1) Welcome and Introductions:

In person: Katrin Kasper, Lee; Michael Lehrman, Durham; Matt Towne, Barrington; Michael Bobinsky, Somersworth

Zoom: Barbara Holstein, Rochester Jennifer Czysz, SRPC; Peter Nelson, Newmarket; Kyle Pimental; Megan Taylor-Fetter, SRPC

Guest: Paul Rasmussen, Town of Durham

2) Action Items

a) Approval of January 17, 2025 Minutes

M. Bobinsky motioned to approve the January 17, 2025 minutes, seconded by M. Towne. Following a roll call with all votes in favor, the motion passed unanimously.

b) Acceptance of the Draft December Financials

J. Czysz provided an overview of the Balance Sheet: The December bank balances remain low, in part due to the timing of cash flow. The accounts receivable are in turn high given the substantial billing in December.

Accounts Receivable: Accounts receivable were again high at the end of December, \$306,608. Of that total, \$176,110 was the current month's billing and another \$109,287 was received in December. Leaving \$21,210.61 past due as of January 23, 2025. Note, the Town of Barrington, upon receipt of their annual dues setting letter, paid their FY2026 dues. These funds have been booked as revenue in advance and will be credited to their annual dues invoice in the spring, but none-the-less show as a negative balance on the aging summary.

Profit and Loss and Income by Customer: December was a phenomenal billing month. Keep in mind however, the holidays and vacations at the end of the month were included in the first payroll of January, where the impacts will be seen. The month ended with a net income of \$22,300 as a result of the \$205,575 in billing during the month. The high billing was a result of increased staff time to direct billable contracts and reduced utilization of administrative or leave time. Additionally, there were many task based items and those contracts that do not bill as frequently that we were able to draw down against in December. As a result the year to date ends with a net income of \$1,023.

The group expressed concern over the current federal funding circumstances. J. Czysz stated that at this point, all contracts continue to be paid and the state has reassured grantees that they will continue to process payments. In answer to a question about



Income trailing behind and does it catch up, J. Czyns answered that SRPC always gets paid; it is usually just the timing.

J. Czyns stated that Barrington pre-paid their dues; it is unusual for this to happen. They will have a credit towards the next dues billing.

M. Bobinsky motioned to accept the DRAFT December Financials with a second by M. Towne. Following a roll call with all votes in favor, the motion passed unanimously.

c) Appointment of Regional Impact Committee members

We currently have 2 regular and 1 alternate members of the Regional Impact Committee. There should, per the bylaws be 3 regular and 3 alternate members. We have volunteers to fill the remaining seats and request a vote at the meeting to make those appointments.

Current members:

- Regular: Mark Richardson, Somersworth; Steve Diamond, Barrington
- Alternate: Katrin Kasper, Lee - appoint to regular member

Volunteers for alternates:

- Matt Towne, Barrington; Steve Brown, Dover; Mary Woodward, Lee

M. Lehrman motioned to appoint the designated members to the Regional Impact Committee seconded by M. Bobinsky. Following a roll call vote with all votes in favor, the motion passed unanimously.

K. Pimental stated that Farmington has a solar project before the planning board that is expected to be designated as a project of regional Impact. Since K. Kasper has assisted on the project so she will recuse herself from any Regional Impact discussions or decisions. It is common that members of RIC will have a conflict of interest. This is why we need three alternates.

d) Approval updated Emergency Succession Plan

J. Czyns stated that changes to the emergency succession plan are very minimal and include updates to staffing, titles, and the organization chart. There are more substantial changes to Appendix D (confidential) with file paths updated to reflect the server migration that occurred last year.

M. Bobinsky Motioned to approve the updated Emergency Succession Plan, seconded by M. Towne. Following a roll call with all votes in favor, the motion passed unanimously.

3) Updates and Discussion Items

a) Second Quarter Profit & Loss by Job

J. Czyns stated that continuing the prior effort to review the profitability of SRPC's contracts, similar trends are apparent through the close of the 2nd quarter. Key items of note include:

- As of the end of December we are operating with indirect costs lower than the rate which we are reimbursed, yielding a small profit.



- The circuit rider contracts continue to operate at a loss overall because of the lower reimbursement rate. As of January 1, the rate has increased and will help to staunch the loss.
- Many contracts have terms that require task-based billing creating timing delays or we hold off billing until there is a more worthwhile balance.
- There are a small handful of items that have municipal funding match that results in some idiosyncrasies with the project accounting (including two expenses for expired contracts in this FY).
- Lastly some of the contracts have ended over budget. When this happens, we apply dues funds to cover the overage.

b) Current status of Federal funding

As an EPA direct funding recipient, we were notified by EPA that they are continuing to process grants pursuant to the Court's Temporary Restraining Order (TRO) issued on January 31, 2025 (a copy was included in the meeting packet for reference).

C. Lentz provided some highlights with his conversation with DOT's Bill Watson. FHWA is legally required to reimburse the state and the funds distributed to the state and they are reimbursing us. The state has no intent to change that unless they get a direct stop order from the supreme court.

The Association of Metropolitan Planning Organization's most recent policy brief provided further updates summarized and restated here:

- Subsequent to the TRO, a US District Court has ruled that the Administration has not fully complied with the previous court orders and directed the administration to "immediately restore frozen funding."
- The order requires the immediate resumption of disbursements for programs funded under the IIJA and the IRA, among others.

To date, all SRPC requests for reimbursement since the initial freeze was announced have been paid without incident.

J. Czysz stated this is new territory for all of us. Despite the federal government not processing payments, New Hampshire continued to do so in previous government shutdowns. The current situation is different. SRPC does not delay billing. We will do the best we can to minimize risk.

c) Awards, Contracts, and General Business

J. Czysz highlighted the awards, contracts, and general business.

Indirect Rate: Approved Rate: 111.63%. Year to Date Actual: 105.1%.

d) February Minors

For the Dover Somersworth Rochester complete streets, project, nothing is changing except for moving the funding forward into the TIP. Most EV projects are on hold. No child projects in our region are being altered. The Blackwater Indigo Hill Intersection project is just an inflation adjustment.



4) Other Business

There was no other business

5) Adjourn

Following a motion by K. Kasper and a second by Matt Towne, all members voted in favor. The meeting was adjourned.

