

minutes

Finance Committee/Citizen Board Oversight Committee		
12.9.2019	4:00 PM	Conference Call
Committee Chair	Heath Kahrs	
Attendees	Don Fulton, Anthony Manerchia, Bob Hill, Ken Gatson, Ed Capodanno, and Heath Kahrs	

I. December Finance Committee Meeting

- a. Approved the November meeting minutes.

II. Financial Reports

- a. Discussed November financial reports.
- b. Currently at 41.67% of our budget year. We received 62.8% of our anticipated revenue versus 64.4% in the prior year.
- c. Expenditures are at 45.8% for the five months ended versus 47.4% for the same period in the prior year. If debt service was prorated evenly throughout the year, the organization would be at 39.8%.
- d. There were no concerns relating to variances and explanations contained in the November financial reports.

III. USDA Update

- a. Paperwork is still being worked on for the debt refinancing.
- b. Interest rates are anticipated to decrease slightly in January. (Confirmation of this is expected on Tuesday, December 10, 2019.)
- c. If that is the case, refinancing will be put on hold until March 2020 and will be re-evaluated when second quarter rates are posted.

IV. DMA Annual Financial Statement Audit

- a. Discussed current audit relationship with BT. While we have been very happy with the current relationship, it has been noted that these services have not been bid out through a formal RFP process in quite some time.
- b. The Committee, as part of their fiduciary responsibility, determined that a formal RFP process should be conducted for audit services for the year ending 6/30/20 with multi-year renewal options in the RFP.
- c. Anticipate putting out an RFP request by the end of January.

V. Capital Reserves

- a. Discussed the fact that no formal or informal documentation or assessment of the building's major systems exist (e.g., identification of major systems, useful lives, remaining useful lives, and replacement costs).

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- b. Committee to put forth a recommendation to the Board for DMA to procure services from a professional firm to provide a study of the organization's major systems for the purpose of assessing the current reserves and providing a methodology for future funding.