

**TRORC  
EXECUTIVE COMMITTEE**

**TRORC Offices  
Woodstock, VT**

**October 10, 2018**

**MEETING MINUTES**

**Attendance:** Jerry Fredrickson, Chair, Nancy Jones, Treasurer, Nancy Malmquist, Bill Edgerton and Peter G. Gregory, Executive Director, Jessica Richter, Planner, Chris Damiani, Planner

**1. Call to Order:**

Chair Fredrickson convened the meeting at 3:00 p.m. A quorum was declared by the Chair.

**2. Public Comment:**

No members of the public were present.

**3. Approval of the September 12, 2018 Minutes:**

On a motion made by Malmquist, seconded by Edgerton, the Minutes of September 12, 2018 were adopted as drafted.

**4. Acceptance of the unaudited September, 2018 Financial Reports:**

Gregory and Committee members reviewed the details for the month of September. TRORC now has completed 25% of the FY 19 fiscal year. It was noted that the Balance Sheet as of September 30<sup>th</sup> showed a large positive and that was due to the timing of posting a large brownfields bill in the Home Buyout Program. Gregory also reviewed the cash balances in the Core Checking Account. On a motion made by Jones seconded by Edgerton, the September Financial Reports were accepted as presented. It should be noted that Treasurer Jones came in today and reconciled all cash accounts with the Finance Manager.

**5. FY 18 Audit Results:**

Gregory and Committee members discussed the details of the FY 18 audit. As a result of operations during the fiscal year, the TRORC fund balance increased by approximately

\$25,000. As has been the case for many years, there were no questioned costs or findings. Gregory indicated that Dee Gish, our Finance Manager does a great job. A suggested internal control improvement was noted in the Management Letter and that has been taken care of with the adoption of a credit card policy. That Policy was added to the TRORC Accounting Manual. On a motion made by Jones and seconded by Malmquist, the Committee voted unanimously to accept the FY 18 Audit and seek acceptance by the Full Board in October.

**6. Procurement Procedures:**

Gregory presented amendments to the TRORC Procurement Procedures that were needed due to changes the federal government made to some thresholds. Dee Gish added additional statutory citations as well. Edgerton asked for an elaboration in the purpose section to make it clear that these apply to TRORC when purchasing supplies or office equipment as well, and not just consultant assistance. With that addition, on a motion made by Malmquist, seconded by Edgerton, the TRORC Procurement Procedures will be sent to the full Board in October for Board approval.

**7. Personnel Policy Handbook update:**

Gregory discussed the changes being proposed to the current Personnel Policy Handbook. It was last amended in January, 2017. Gregory reviewed the changes with staff. Jones inquired about being able to gift sick leave to other staff, similar to the gifting of vacation leave. Gregory did not propose that but was asked to check around to see how many other RPCs enable this. On a motion made by Edgerton, seconded by Jones, the changes to the TRORC Personnel Policy Handbook were approved.

**8. Regional Plan Chapter review:**

Gregory and Committee members walked through the proposed changes to the Economic Development Chapter. Gregory had sent this out some time ago to GMEDC and other economic development groups and chambers, but, received no feedback. Committee members wanted more workforce training information. This will be added. Edgerton indicated that he felt despite the great progress on the Regional Plan, we are not going to hit a June, 2019 adoption target. The revised Economic Development chapter will be on the Full Board agenda in October.

**9. White River Basin Planning Process:**

Jessica Richter briefed Committee members on the newly released draft of the White River Basin Plan and the TRORC Clean Water Advisory Committee meeting held last week. TRORC staff will prepare a draft letter of comment for the Board to review on October 31<sup>st</sup> and will invite a DEC Basin Planner to present a summary of the Plan and its action items. Weak points of the Plan that have already been identified include a lack of local input on project prioritization and no action on reclassification of waters and wetlands that qualify for such due to the data.

**10: Funding TRORF from TRORC Reserves:**

Gregory and Committee members discussed the potential amount and purpose of providing the Foundation with some TRORC reserves as seed money. Gregory was instructed to come back with a proposed Resolution outlining some details as to the types of projects the Foundation may undertake and the amount of money that he suggests be gifted or loaned. The Full Board will consider this at the December 19<sup>th</sup> Board meeting.

**11. Staffing Updates:**

New staff member Paige Greenfield started October 8<sup>th</sup> and new staff member Sarah Wraight will start on December 10.

**12. Executive Session:**

No Executive Session was needed.

Meeting adjourned at 4:35 p.m. Meeting Minutes prepared by:  
Peter G. Gregory, Executive Director, October 22, 2018.