

draft

SOUTH ALBURGH FIRE DISTRICT NO. 2
ANNUAL & REGULAR MEETING
Monday, July 16, 2018 at 7:00 PM
Alburgh Municipal Conference Room

Present: Prudential Committee Members John Fitzgerald, Alton Brusco, Tony Speranza
Treasurer Richard Ernst
Admin. Assistant Danielle James Choiniere

Guests: Paul Hansen

Meeting was called to order at 7:00 PM by Chair John Fitzgerald who read the annual meeting's warning.

ARTICLE I: CHAIRMAN'S REPORT

John Fitzgerald provided an update on the district's next expansion. Engineers from DuBois and King should attend the next regular meeting.

ARTICLE II: Treasurer's Report/Financial Statements

Treasurer Richard Ernst passed out his profit and loss statement as well as a proposed budget.

ARTICLE III: Budget for Fiscal Year Beginning 1 July 2018

Paul Hansen motioned to approve the proposed budget as printed. Tony Speranza seconded, all in favor. Article II approved.

ARTICLE IV: Amount of \$12,073.05 to be raised for fiscal year beginning 1 July 2018

This figure was included within the budget in the same manner as last year: \$15.25 for each parcel within the district. It was approved when the budget was.

ARTICLE V: Election of officers Clerk – 1-Year Term Treasurer – 1-Year Term Tax Collector – 1-Year Term

John Fitzgerald nominated Shirley Fitzgerald for Clerk for a 1-year term. Richard Ernst seconded, all in favor. Shirley Fitzgerald was duly elected.

John Fitzgerald nominated Richard Ernst as Treasurer for a 1-year term. Paul Hansen seconded, all in favor. Richard Ernst was duly elected.

Tax Collector had no nominations. The district itself can handle it with Danielle James Choiniere's help.

ARTICLE VI: Election of Prudential Committee Member: One 3-year Term

Richard Ernst nominated John Fitzgerald for 3-year prudential committee member. Tony Speranza seconded, all in favor. John Fitzgerald was duly elected.

ADDITIONAL BUSINESS

None.

ADJOURN

Paul Hansen motioned to adjourn the annual meeting at 7:29 PM. Tony Speranza seconded, all in favor. Meeting adjourned.

REGULAR MEETING

John Fitzgerald called the regular meeting to order at 7:30 PM. The annual meeting was completed ahead of schedule.

AGENDA ADJUSTMENTS

John wanted to add an idea for Phase II.

APPROVAL OF MINUTES

Alton Bruso motioned to accept both sets of Regular Meeting 6/18 & Special Budget Meeting 6/28 minutes. Richard Ernst seconded, all in favor. So approved.

VISITOR INPUT

None.

TREASURER'S REPORT & WARRANTS

Richard Ernst read aloud the bills requiring payment and the bank accounts statuses. Alton Bruso motioned to transfer 2% of operating expenses to the reserve fund, amounting to \$2,211.55. Richard Ernst seconded, all in favor. Motion carried.

Alton Bruso motioned to approve the Treasurer's Report as printed. Tony Speranza seconded, all in favor. So approved.

<u>People's United Bank</u>	\$55,877.20 (Operating Account)
	\$1,003.42 (Project Account)
	\$18,458.47 (Savings/Capital Funds)

<u>NorthCountry Federal Credit Union</u>	\$86,106.64(Savings/Capital Funds)
	\$2,335.65 (Reserve Account)

\$273.75 for TracFone charges Danielle managed to get waived (will be a reimbursement)

\$3,795.04 to Village of Alburgh

\$316.66 payroll for Danielle James Choiniere

\$90 for annual P.O. Box rental

John Fitzgerald motioned to pay bills from operating account totaling \$4,519.45. Alton Bruso seconded, all in favor. So approved.

John Fitzgerald motioned to approve \$1479.00 for DuBois and King invoice from project account. It will be reimbursed. Alton Bruso seconded, all in favor. So approved.

WATER OR OPERATIONS ISSUES/ CORRESPONDANCE/ MISC

John Fitzgerald had a conversation with the engineer about the development by the golf course. They were

going to run a new line to connect to the district's water main and are working on a new Act 250 permit. Each house must have its own shut-off and meter.

John also had a thought on lowering the initial cost of Phase II by using the compiled money from all hook-ups to make the bills match what Phase I households are currently paying. He spoke with engineer John Butterfield and said that is a venue sometimes used with new projects. This would be if costs were higher than desired and would eventually run out. Just a suggestion.

The new computer, old delinquent taxes, and old desktop computer owned by the district were discussed. The latter is too old to be functional. John Fitzgerald to save hard drive and scrap the remains of the computer.

INCOME SURVEY

Danielle James Choiniere said she'd been working with Shaun Fielder from Rural Development to start the process rolling. Updates to come.

ADJOURN

Richard Ernst motioned to adjourn at 8:37 PM. Tony Speranza seconded, all in favor. Meeting adjourned.

Respectfully submitted,
Danielle James Choiniere

These minutes are draft only, not slated for approval until the next board meeting of August 20, 2018.

SOUTH ALBURGH FIRE DISTRICT NO. 2

ANNUAL REPORT

For the fiscal year ending June 30, 2018

Report presented on July 16, 2018

Profit and Loss Statement for Fiscal Year 2017 (July 1, 2016 - June 30, 2017)*

SAFD2 2017 Budget to Actual Comparison *

Line #	FOR FISCAL YEAR ENDING JUNE 30, 2017	Voted Budget 7/1/16 - 6/30/17	Yr End Total	% of Actuals to Budget
6	Income		Receipts	
7	Water Bill Receipts	\$ 66,757.42	\$ 61,450.81	92%
8	Water Project Taxation	\$ 12,806.94	\$ 10,484.79	82%
9	Connection Fees	\$ 2,500.00	\$ 7,500.00	300%
10	Total Revenue Expected	\$ 82,064.36	\$ 79,435.60	97%
11	Allowance for uncollected water user fees and taxes	\$ 2,379.43	\$ -	0%
12	Total Expected Cash from Revenue	\$ 79,684.93	\$ 79,435.60	100%
13				
14	Expense		Pymt's Made	
15	Water Purchase	\$ 3,761.19	\$ 4,427.51	118%
16	Accounting Services	\$ 250.00	\$ -	0%
17	Advertising (public notices)	\$ 350.00	\$ 125.00	36%
18	Dues	\$ 500.00	\$ 525.00	105%
19	Education/Training	\$ 250.00	\$ -	0%
20	Insurance	\$ 1,000.00	\$ 1,201.00	120%
21	Legal Services	\$ 500.00	\$ 1,166.04	233%
22	Office Expense/Misc Admin/Postage	\$ 1,000.00	\$ 677.80	68%
23	Permit/Licenses	\$ 100.00	\$ -	0%
24	Repairs & Parts	\$ 2,000.00	\$ 857.45	43%
25	Technical Services	\$ 1,000.00	\$ 1,640.92	164%
26	Administrative Assistant	\$ 5,000.00	\$ 5,437.93	109%
27	Water Miscellaneous	\$ 1,200.00	\$ 570.68	48%
28	Total O&M Expense	\$ 16,911.19	\$ 16,629.33	98%
29	Expense for collection of taxes	\$ 1,500.00	\$ 623.36	42%
30	Total Expenses	\$ 18,411.19	\$ 17,252.69	94%
31				
32	Debt Service		Pymt's Made	
33	DWSRF Loan Payment	\$ 50,398.38	\$ 51,327.11	102%
34	Debt Payment to Alburgh Village	\$ 7,884.28	\$ 7,884.28	100%
35	Total Debt Service	\$ 58,282.66	\$ 59,211.39	102%
36				
37	Reserve		Amt Collected	
38	Water System Debt Service Reserve/O&M Contingency	\$ 1,533.88	\$ 1,529.28	99.7%
39	Capital Reserve	\$ 766.94	\$ 764.64	99.7%
40	Total Reserve	\$ 2,300.82	\$ 2,293.92	99.7%
41				
42	Total Expenses, Debt Service and Reserve	\$ 78,994.67	\$ 78,758.00	99.7%
43				
44	Estimated Cash Flow from Operations	\$ 690.26	\$ 677.60	
45				
46	Budgeted 2016 Variable Expenses	\$ 7,461.19		
47	Budgeted 2016 Fixed Expenses	\$ 9,450.00		
48	Actual 2016 Variable Expenses		\$ 7,717.16	
49	Actual 2016 Fixed Expenses		\$ 8,912.18	

WITH
JUNE 2017
DATA
58,758.61

- 2014.67

*Note: Data is from July 1, 2016 to May 31, 2017, plus estimated data for June, 2017
Updated data through end of fiscal year (June 30, 2017) will be available on website (SAFD2@.org) in July 2017

SAFD2 2018 Budget to Actual Comparison

Line #	FOR FISCAL YEAR ENDING JUNE 30, 2018	Voted Budget 7/1/17 - 6/30/18	Yr End Total	% of Actuals to Budget
6	Income		Receipts	
7	Water Bill Receipts	\$ 69,805.85	\$ 68,959.11	99%
8	Beneficial Assessment	\$ 12,073.05	\$ 7,167.31	59%
9	Connection Fees	\$ 2,500.00	\$ -	0%
10	Total Revenue Expected	\$ 84,378.90	\$ 76,126.42	90%
11	Allowance for uncollected water user fees and taxes	\$ 2,456.37	\$ -	0%
12	Total Expected Cash from Revenue	\$ 81,922.53	\$ 76,126.42	93%
13				
14	Expense		Pymt's Made	
15	Water Purchase	\$ 4,160.50	\$ 5,826.26	140%
16	Accounting Services	\$ 250.00	\$ -	0%
17	Advertising (public notices)	\$ 150.00	\$ 133.00	89%
18	Dues	\$ 525.00	\$ 552.00	105%
19	Education/Training	\$ 250.00	\$ -	0%
20	Insurance	\$ 1,300.00	\$ 1,189.00	91%
21	Legal Services	\$ 1,000.00	\$ -	0%
22	Office Expense/Misc Admin/Postage	\$ 700.00	\$ 551.47	79%
23	Permit/Licenses	\$ 100.00	\$ -	0%
24	Repairs & Parts	\$ 1,000.00	\$ 19.89	2%
25	Technical Services	\$ 2,250.00	\$ 2,814.17	125%
26	Administrative Assistant	\$ 6,000.00	\$ 4,855.27	81%
27	Water Miscellaneous	\$ 600.00	\$ 462.91	77%
28	Total O&M Expense	\$ 18,285.50	\$ 16,403.97	90%
29	Expense for collection of beneficial assessment	\$ 650.00	\$ -	0%
30	Total Expenses	\$ 18,935.50	\$ 16,403.97	87%
31				
32	Debt Service		Pymt's Made	
33	DWSRF Loan Payment	\$ 51,327.12	\$ 51,328.14	100%
34	Debt Payment to Alburgh Village	\$ 8,888.13	\$ 7,884.28	89%
35	Total Debt Service	\$ 60,215.25	\$ 59,212.42	98%
36				
37	Reserve		Amt Collected	
38	Water System Debt Service Reserve/O&M Contingency	\$ 1,583.01	\$ 1,472.91	93.0%
39	Capital Reserve	\$ 791.51	\$ 738.65	93.3%
40	Total Reserve	\$ 2,374.52	\$ 2,211.55	93.1%
41				
42	Total Expenses, Debt Service and Reserve	\$ 81,525.27	\$ 77,827.94	95.5%
43				
44	Estimated Cash Flow from Operations	\$ 397.26	\$ (1,701.52)	
45				
46	Budgeted 2018 Variable Expenses	\$ 7,760.50		
47	Budgeted 2018 Fixed Expenses	\$ 10,525.00		
48	Actual 2018 Variable Expenses		\$ 8,716.81	
49	Actual 2018 Fixed Expenses		\$ 7,687.17	

SOUTH ALBURGH FIRE DISTRICT #2
BALANCE SHEET
AS OF JUNE 30, 2018

ASSETS

Current Assets

Bank Accounts

Operating Account Peoples United	52,561.81	
Operating Account NCFCU	0.00	
Total Operating Account		52,561.81
Project Account Peoples United	1,003.42	
Project Account NCFCU	0.00	
Total Project Account		1,003.42
Capital Fund People United	18,458.47	
Capital Fund NCFCU	86,106.64	
Total Capital fund		104,565.11
Reserve Fund NCFCU	2,335.65	
Total reserve Fund		2,335.65
Total Bank Accounts	160,465.99	
Total Current Assests		<u>160,465.99</u>

Other Assets

Computer Equipment	250.00	
Total Other Assets		<u>250.00</u>

TOTAL ASSETS		<u><u>160,715.99</u></u>
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LIABILITIES & EQUITY

Current Liabilities

Line of Credit- Bond anticipation Loan	0.00	
Line of Credit- Administrative	0.00	
Promissory Notes	<u>0.00</u>	
Total Current Liabilities	0.00	<u>0.00</u>

Equity	160,715.99	
Total Equity	160,715.99	<u>160,715.99</u>

TOTAL LIABILITIES & EQUITY		<u><u>160,715.99</u></u>
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TOTAL OUTSTANDING SAFD2 DEBT

Total Borrowed from Vermont Muncpal Bond Bank	2,532,339.22	
Total Owed to Vermont Municipal Bond Bank	2,283,473.94	
North Country FCU Project Planning loan	0.00	
Peoples United Bond Anticipation Loan	0.00	
Operating Loan	0.00	
Promissory Notes	0.00	
Total Debt	2,283,473.94	2,283,473.94

**South Alburgh Fire District No. 2
2019 General Fund Proposed Budget**

FOR FISCAL YEAR ENDING JUNE 30, 2019	BUDGET	
	7/1/18 - 6/30/19	
Revenue		Notes
Water Sales	\$ 11,164.00	
Base Rate	\$ 58,890.00	
Beneficial Assessment	\$ 12,073.05	
Connection Fees	\$ -	
Total Revenue Expected	\$ 82,127.05	
Allowance for uncollected revenue	\$ 2,463.81	
Total Expected Cash from Revenue	\$ 79,663.24	
Expense		
Water Purchase	\$ 12,000.00	
Accounting	\$ 250.00	
Advertising	\$ 150.00	Public Notices
Dues	\$ 550.00	VLCT dues.
Education/Training	\$ 250.00	
Insurance	\$ 1,300.00	VLCT Insurance.
Legal Services	\$ 1,000.00	
Office Expense/Misc Admin/Postage	\$ 700.00	
Permit/Licenses	\$ -	
Repairs & Parts	\$ 500.00	Equipment replacement or purchase (e.g. meters)
Technical Services	\$ 1,500.00	Computer costs and special water testing.
Administrative Assistant	\$ 6,000.00	Salary plus an allowance for workers comp & other costs.
Water Miscellaneous	\$ 600.00	
Total O&M Expense	\$ 24,800.00	
Expense for collection of taxes	\$ 650.00	
Total Expenses	\$ 25,450.00	
Debt Service		
DWSRF Loan (Debt Service from SAFD2 Customers)	\$ 39,904.06	
DWSRF Loan (Debt Service from SAFD2 Residents)	\$ 11,423.05	
Debt Payment to Alburgh Village	\$ -	
Total Debt Service	\$ 51,327.11	
Reserve		
Water System Debt Service Reserve/O&M Contingency	\$ 1,535.54	
Capital Reserve	\$ 767.77	
Total Reserve	\$ 2,303.31	
Total Expenses, Debt Service and Reserve	\$ 79,080.42	
Net before Allowance for Uncollected Revenue	\$ 3,046.63	
Expected Cash Flow from Operations w/Allowance	\$ 582.81	
Based on the Proposed Budget:	FY 2019	For Comparison - Actual FY 2018
Beneficial Assessment Rate	\$15.25	\$15.25
Annual Base Rate	\$906.00	\$974.87
Quarterly Base Rate	\$226.50	\$243.72
Water Sale Rate per 1,000 gallons	\$7.10	\$6.33
Water Purchase Rate from Alburgh Village	\$7.05	\$3.73 (different basis)
Annual Loan Payment to State	\$51,228.00	\$51,228.00

Note: Some FY 2019 figures may change if the proposed budget is amended.