

SOUTH ALBURGH FIRE DISTRICT NO. 2 ANNUAL & REGULAR MEETING

Monday, July 15, 2019 at 7:00 PM

Alburgh Municipal Conference Room

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

Guests Paul Hansen

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

ARTICLE I: CHAIRMAN'S REPORT

Phase II progress was highlighted though at the time there was no new news from Rural Development or the federal government regarding the district's grant application.

ARTICLE II: TREASURER'S REPORT

Treasurer Richard Ernst passed out his financial report for the year. The format was easy to follow and self-explanatory and there was little discussion.

ARTICLE III: FISCAL YEAR 2019-2020 BUDGET

Paul Hansen motioned to approve the budget as presented. Richard Ernst seconded, all in favor. So approved.

ARTICLE IV: \$12,073.05 TO BE RAISED

This figure was worked into the proposed budget which had just been approved and was not voted on again. Will remove for next year.

ARTICLE V: ELECTION OF OFFICERS

Clerk (1-year)- no nominations. Can appoint.

Treasurer (1 year)- John Fitzgerald nominated Richard Ernst. Paul Hansen seconded. No other nominations. All in favor.

Delinquent Collector (1-year)- no nominations. Danielle James Choiniere can help handle.

ARTICLE VI: ELECTION OF PRUDENTIAL COMMITTEE MEMBER

Prudential Committee member (3 year)- Alton Bruso nominated Tony Speranza. Richard Ernst seconded. No other nominations. All in favor.

ADDITIONAL BUSINESS TO ADDRESS

None.

ADJOURN

Paul Hansen motioned to adjourn meeting at 7:41 PM. Richard Ernst seconded, all in favor. Annual meeting adjourned.

REGULAR MEETING

Regular meeting was called to order at 7:42 PM by Chair John Fitzgerald.

AGENDA ADJUSTMENTS

None.

APPROVAL OF MINUTES

Alton Bruso motioned to approve 6/17 and 6/27 meeting minutes. Richard Ernst seconded, all in favor. So approved.

VISITOR INPUT

None.

TREASURER'S REPORT / WARRANT

John Fitzgerald motioned to approve treasurer's report. Alton Bruso seconded, all in favor. So approved.

<u>People's United Bank</u>	\$58,373.18 (Operating Account)
	\$615.94 (Project Account)
	\$20,978.13 (Savings/Capital Funds)
<u>NorthCountry Federal Credit Union</u>	\$87,858.17 (Savings/Capital Funds)
	\$4,604.49 (Savings)
	\$6.16 (Regular Shares)

- \$360.66 Admin Assistant's paycheck for June
- \$242.94 to IRS for quarter 2 withholdings
- \$19.68 to state for quarter 2 withholdings
- \$92 for annual P.O. Box rental
- \$60 water on/off charges to be recouped by water users
- \$2,832.20 to Alburgh Village for Q2 water
- \$112 for Islander for advertising
- \$575 to annual VLCT insurance dues
- 14,107.44 to DuBois & King for preliminary design engineering work

John Fitzgerald motioned to approve invoices. Alton Bruso seconded, all in favor. Motion carried.

WATER OR OPERATIONS ISSUES/ CORRESPONDANCE/ MISC

WS323-A bill: This is an ongoing discussion the board would like to address sometime next year to potentially return the allocation. The owners should attend a future meeting.

ADJOURN

Alton Bruso motioned to adjourn meeting at 8:30 PM. Richard Ernst 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 19, 2019.

SOUTH ALBURGH FIRE DISTRICT NO. 2

ANNUAL REPORT

For the fiscal year ending June 30, 2019

Report presented on July 15, 2019

SAFD2 2019 Budget to Actural Tracking

Line #	FOR FISCAL YEAR ENDING JUNE 30, 2019	Voted Budget	Yr End Total	% of Actuals to Budget
		7/1/18 - 6/30/19		
6	Income		Receipts	
7	Water Bill Receipts (total of budgeted water sales & base rate)	\$ 70,054.00	\$ 72,126.34	103%
8	Water Project Taxation or Beneficial Assessment	\$ 12,073.05	\$ 14,407.46	119%
9	Connection Fees		\$ -	#DIV/0!
10	Total Revenue Expected	\$ 82,127.05	\$ 86,533.80	105%
11	Allowance for uncollected water user fees and taxes	\$ 2,463.81	\$ -	0%
12	Total Expected Cash from Revenue	\$ 79,663.24	\$ 86,533.80	109%
13				
14	Expense	Paymt's Made	Pymt's Made	
15	Water Purchase	\$ 12,000.00	\$ 16,611.94	138%
16	Accounting Services	\$ 250.00	\$ -	0%
17	Advertising (public notices)	\$ 150.00	\$ 830.00	553%
18	Dues	\$ 550.00	\$ 220.00	40%
19	Education/Training	\$ 250.00	\$ -	0%
20	Insurance	\$ 1,300.00	\$ 1,249.00	96%
21	Legal Services	\$ 1,000.00	\$ -	0%
22	Office Expense/Misc Admin/Postage	\$ 700.00	\$ 946.55	135%
23	Permit/Licenses		\$ -	#DIV/0!
24	Repairs & Parts	\$ 500.00	\$ -	0%
25	Technical Services	\$ 1,500.00	\$ 563.00	38%
26	Administrative Assistant	\$ 6,000.00	\$ 5,275.00	88%
27	Water Miscellaneous	\$ 600.00	\$ 240.00	40%
28	Total O&M Expense	\$ 24,800.00	\$ 25,935.49	105%
29	Expense for collection of taxes	\$ 650.00	\$ 633.65	97%
30	Total Expenses	\$ 25,450.00	\$ 22,832.44	90%
31				
32	Debt Service		Pymt's Made	
33	DWSRF Loan Payment	\$ 51,327.11	\$ 51,227.99	100%
34	Debt Payment to Alburgh Village		\$ -	#DIV/0!
35	Total Debt Service	\$ 51,327.11	\$ 51,227.99	100%
36				
37	Reserve		Amt Collected	
38	Water System Debt Service Reserve/O&M Contingency	\$ 1,535.54	\$ 1,471.03	95.8%
39	Capital Reserve	\$ 767.77	\$ 740.60	96.5%
40	Total Reserve	\$ 2,303.31	\$ 2,211.63	96.0%
41				
42	Total Expenses, Debt Service and Reserve	\$ 79,080.42	\$ 76,272.06	96.4%
43				
44	Estimated Cash Flow from Operations	\$ 582.81	\$ 10,261.74	
45				
46	Budgeted 2019 Variable Expenses	\$ 15,600.00		
47	Budgeted 2019 Fixed Expenses	\$ 9,200.00		
48	Actual 2019 Variable Expenses		\$ 19,489.44	
49	Actual 2019 Fixed Expenses		\$ 6,446.05	

**SOUTH ALBURGH FIRE DISTRICT #2
BALANCE SHEET
AS OF JUNE 30, 2019**

ASSETS

Current Assets

Bank Accounts

Operating Account Peoples United	57,324.21	
Operating Account NCFCU	0.00	
Total Operating Account		57,324.21
Project Account Peoples United	615.92	
Project Account NCFCU	0.00	
Total Project Account		615.92
Capital Fund People United	20,978.13	
Capital Fund NCFCU	87,858.17	
Total Capital fund		108,836.30
Reserve Fund NCFCU	4,604.49	
Total Reserve Fund		4,604.49
Total Bank Accounts	171,380.92	
Total Current Assests		<u>171,380.92</u>
TOTAL ASSETS		<u><u>171,380.92</u></u>

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	171,380.92	
Total Equity	171,380.92	<u>171,380.92</u>
TOTAL LIABILITIES & EQUITY		<u><u>171,380.92</u></u>

TOTAL OUTSTANDING SAFD2 DEBT

Total Borrowed from Vermont Muncipal Bond Bank	2,532,339.22	
Total Owed to Vermont Municipal Bond Bank	1,383,155.64	0% interest for 27 years (\$51,227.99 per year)
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	1,383,155.64	1,383,155.64

**South Alburgh Fire District No. 2
2020 General Fund Proposed Budget**

unanimous vote of the Prudential Committee at the June 27, 2019 monthly to present for vote at

Line #	FOR FISCAL YEAR ENDING JUNE 30, 2020	BUDGET	
		7/1/19 - 6/30/20	
7	Revenue		
8	Water Sales	\$	18,358.95
9	Base Rate	\$	50,560.95
10	Taxation	\$	12,071.95
11	Connection Fees	\$	2,500.00
12	Total Revenue Expected	\$	83,491.85
13	Allowance for uncollected revenue	\$	2,429.76
14	Total Expected Cash from Revenue	\$	81,062.10
15			
16	Expense		
17	Water Purchase	\$	13,334.46
18	Accounting	\$	250.00
19	Advertising	\$	1,000.00
20	Dues	\$	770.00
21	Education/Training	\$	100.00
22	Insurance	\$	1,300.00
23	Legal Services	\$	500.00
24	Office Expense/Misc Admin/Postage	\$	1,000.00
25	Permit/Licenses	\$	-
26	Repairs & Parts	\$	500.00
27	Technical Services	\$	600.00
28	Administrative Assistant	\$	6,000.00
29	Water Miscellaneous	\$	300.00
30	Total O&M Expense	\$	25,654.46
31	Expense for collection of taxes	\$	650.00
32	Total Expenses	\$	26,304.46
33			
34	Debt Service		
35	DWSRF Loan (Debt Service from SAFD2 Customers)	\$	39,806.04
36	DWSRF Loan (Debt Service from SAFD2 Residents)	\$	11,421.95
37	Payment to Alburgh Village	\$	-
38	Total Debt Service	\$	51,227.99
39			
40	Reserve		
41	Water System Debt Service Reserve/O&M Contingency	\$	1,550.65
42	Capital Reserve	\$	775.32
43	Total Reserve	\$	2,325.97
44			
45	Total Expenses, Debt Service and Reserve	\$	79,858.42
46			
47	Net before Allowance for Uncollected Revenue	\$	3,633.43
48			
49	Expected Cash Flow from Operations w/Allowance	\$	1,203.67

Based on the Proposed Budget

Beneficial Assessment Rate	\$15.25
Annual Base Rate	\$766.08
Quarterly Base Rate	\$191.52
Water Sale Rate per 1000 gal	\$7.96
Water Purchase Rate from Alburgh Village per 1000 gal	\$5.78
Annual Loan Payment to state	\$51,227.99

For comparison

Actual FY2019	\$15.25
	\$906.00
	\$226.50
	7.10
	\$7.05
	\$51,227.99