



Winooski Valley Park District

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Minutes for October 16, 2018 Board of Trustees Meeting for Winooski Valley Park District

The meeting began 4:30 PM.

Present: Erin Dupuis (Winooski), Susan Gilfillan (Colchester), Lauren Chicote (Programs Director), David Crawford (South Burlington), Tom Malinowski (Essex), Sonja Schuyler (Jericho), Nick Warner (Executive Director), John Nittler (Williston). **Absent:** Aaron Keech (Burlington).

August 2018 Meeting Minutes at 4:30PM: Minutes of August 2018 meeting were reviewed and accepted.

Public Comment Period at 4:35PM: No members of the public were in attendance.

Agenda Change: The agenda was changed to add the election of trustee officers.

WVPD Election of Trustee Officers at 4:35PM: The trustees will continue with the current slate of officers and add Tom Malinowski as the secretary.

Financial Report for EAHM at 4:40PM: Lauren presented the financial report from the EAHM. The EAHM continues to gain strong revenue from increased attendance and school groups driving positive income. One change was requested to the EAHM report to show the reserve fund at \$12,000. The financial report was accepted.

Financial Report for WVPD: Nick and Lauren presented the financial report. There is a deficit of \$99,064.23 as member cities and towns have not given their contributions as it is early in the fiscal year. The report was reviewed and accepted by the trustees.

Park Updates at 4:50 PM: Nick gave an update of park activities including the newest property at Rivers End Marina. Site cleanup moves forward, along with the buildings being boarded up. Utilities are shut off now. The staff is moving forward with the new park design.

Additional park updates include a potential kayak access on the river in Winooski. Lauren gave updates on the programs and camp projects. Remy is working on a natural resource inventory for the Jacob Parcel in Williston. Williston is working with the WVPD on time and materials contracted work similar to South Burlington. Nick and John Nittler will meet with the Williston Conservation Board on November 7th to continue discussions about a park acquisition from that town.

Audit Report at 5:15 PM: Nick presented the board with the audit report details from A.M. Peisch and Company from earlier this year. There were 10 key categories with drill down details in the report. The report was positive. A.M. Peisch also gave suggested improvements in several categories. Nick told the trustees that he would follow those recommendations. He had a

prepared report for the trustees to include his countermeasures as a follow up.

Audit Conclusion: The WVPD is in a positive position based on the A.M. Peisch audit report.

Capital Carryover Approvals at 5:40 PM: Nick and Lauren presented capital carryover reserve numbers to the trustees to include numbers from 2013 to 2018. The total carryover for the 2013 to 2018 time period was \$105,244.37. For 2018, there was a profit of \$8,582.06 for contracted work and an income carryover of \$2,687.07. Moving forward, the capital carryover information will be provided yearly. The board approved the carryover numbers presented.

FY20 Budget Discussion at 5:50 PM: Nick and Lauren presented updated FY2020 data. There is a proposed 5.2% increase from the previous year for WVPD member cities and towns. There had been no operating budget increases in the last 3 years. The numbers show a strong increase in potential income from WVPD programs and camps. Data presented include FY2018, FY2019, and FY2020. A motion was carried to approve the FY2020 operating budget.

Executive Session to Discuss Real Estate Acquisition at 6:10 PM: It was moved to enter executive session to discuss potential real estate acquisition. At 6:20 PM, the board completed discussions in the executive session.

Adjournment: The meeting adjourned at 6:20 PM.

Next Meeting: The date will be November 20th, 2018 at 4:30 PM.

Meeting Minutes prepared by:

Tom Malinowski: WVPD Secretary