

**MEETING MINUTES**  
**MEETING OF SVCA FINANCE COMMITTEE**  
**WEDNESDAY, JULY 18<sup>TH</sup> 2018, 6:30 PM**  
**MULTI-PURPOSE ROOM**

**I. CALL TO ORDER**

- a. The meeting was called to order at 6:30 p.m.

**II. ROLL CALL**

*Finance Committee:* Carol Houlton, Chair; Eric Trower, Board Member; Tony Louzao, Paula Birchler, Collin Morrow, and Penny Carter. Rick Gray had an excused absence.

*Sudden Valley Staff:* Jennifer Spidle, *Accounting Manager.*

*Community Members:* 5

**III. ADOPTION OF AGENDA**

- a. The agenda was adopted as submitted by acclamation.

**IV. APPROVAL OF MINUTES**

- a. 6.20.18
  - i. Page 6 under VIII. ii. remove second “year-to-date.”
  - ii. The minutes were adopted as amended by acclamation.

**V. CAPITAL REQUESTS**

- a. CRRRF Request – Main Pool Fence Replacement
  - i. Director Houlton stated during removal of the fence for pool construction some sections of the fence were damaged. The contractor will repair those sections but since the entire fence is scheduled for replacement next year, and it would cost less to do it now while the contractor is here, it is recommended that we do the entire fence now.
    - 1. Director Trower noted that the current contractor working on the fence repairs would be instructed to replace the whole thing at this time.

*MOTION:* Penny Carter moved that the Finance Committee approve and recommend the Board of Directors approve a CRRRF allocation not to exceed \$20,000 to replace the main pool fence. Tony Louzao seconded the motion and it passed unanimously.

## **VI. CONTINUING BUSINESS**

- a. Barn 8 Stair Update
  - i. Jennifer stated a vendor had been hired to replace the stairs, but the start date is unknown.
- b. SVCA Management Recommendations to Establish List of Enduring Corporation Assets
  - i. Director Trower noted this was brought back to committee as there were some edits and corrections that needed to be made.
  - ii. The document provided was strictly informational and approved at the last Finance Meeting to go forward to the Board.
- c. Review of 2018 CRRRF Plan
  - i. Jennifer noted she incorporated suggested changes from the previous Finance meeting.
    - 1. Jennifer would clarify the amount for the HVAC repair and replacement.
  - ii. The goal is for the CRRRF Plan to look like the 10-Year Roads Plan. This project would begin once current priorities set for this year have been completed.
- d. Review of 10-Year Integrated Roads Plan
  - i. A few items were changed since it had been presented at the 7/11/18 Finance Meeting.
    - 1. All the contingency amounts just above the subtotal of Roads had decreased from 20% to 15%. After conversing with Wilson Engineering, it was discovered that some of the totals listed already included contingency.
  - ii. Director Houlton and Director Trower stated that when the Roads plan is presented to the Board they will want to see additional options for funding such as: funding for 5 years as opposed to 10, applying a long-term Special Assessment, or getting a loan.
  - iii. Director Trower provided a handout to the Finance Committee and audience members including an excerpt from the Washington Treasurer's and Accounting Handbook that talks about Reserve Study budgeting theories and risks. He

thought it would be useful during the Finance analysis of the Reserve Study and budgeting.

iv. Jennifer noted that there had been a change of the suggested \$45 dues increase to \$47 with the inclusion of a potential loan for the Marina project.

1. Director Trower clarified that the increase wouldn't be \$47 but the total allocated to the Roads account would be \$47.00 instead of the already \$17.29

e. 2018 Spending Plan – Handout

i. Jennifer noted that the spending plan was not yet ready to be presented.

1. The expenses from the SGM needed to be added and the expenses that were spent on the Rec Center prior to June as well as all the income from the SGM.

2. Jennifer gave a brief overview of her adjustments to the spending plan: she took 7/12<sup>ths</sup> of the revenue, 7/12<sup>ths</sup> of the parks budget, and 7/12<sup>ths</sup> of the Rec Budget as it was presented in the measure and added in the expenses of the Rec Center as presented in the May Financials year-to-date. She brought the utilities up to 100% as the Rec Center will be operational for a year. An additional column for expense adjustments has been included.

a. Director Trower noted that because the Main Pool opening is delayed the lifeguards would need to be paid during that time and inquired if it was being funded through the liquidated damages through the contractors as per his understanding. If that were the case, salaries could then be reduced.

i. Jennifer would look into Director Trower's inquiry.

ii. Director Houlton stated she would discuss having an additional Finance Meeting on 7/25/18 with the GM.

iii. Jennifer would email the completed 2018 Spending Plan to the Finance Committee.

## **VII. NEW BUSINESS**

a. 2019 Operations Budget – Discussion

- i. Due to the GM being absent, the item was deferred to the next Finance Committee Meeting on July 25<sup>th</sup>.

**VIII. FINANCIAL STATEMENTS**

- a. June 2018 Financials – Handout

- i. The Financials would be completed and sent to the Committee as well as posted online.

**IX. MEMBER QUESTIONS AND COMMENTS**

- a. A member presented a budget proposal to the Finance Committee for the Emergency Preparedness Committee.
- b. Director Houlton would discuss including the proposal in the budget with the GM.
- c. A member, who is the current Aerobics instructor, proposed she be charged \$50/month for use of the Dance Barn (rent) for 12 days.
  - i. Director Houlton stated this would be referred to Staff as it was in their purview and would then return to Committee/BOD.
- d. Another member asked questions regarding items on the 10-year Roads plan.

**X. CLOSE**

- a. The meeting adjourned at 7:49 p.m.

**Action Item List**

| Task   | Assignee | Date Assigned | Due Date | Completion Date | Comments |
|--|----------|---------------|----------|-----------------|----------|
| Make clarifications on the CRRRF 2018 Plan                               | Jennifer | 7/11/18       | N/A      | N/A             |          |
| Email completed 2018 Spending Plan to Committee                          | Jennifer | 7/11/18       | N/A      | N/A             |          |
| Research lifeguard salary adjustment from contractor liquidated damages. | Jennifer | 7/11/18       | N/A      | N/A             |          |