




## Memorandum

**Date:** October 11, 2018  
**To:** Each Director  
**From:** Paul D. Zillig, General Manager   
**Subject:** Finance & Planning Subcommittee Meeting Minutes

The Finance & Planning Subcommittee met at 5:30 pm on Wednesday, October 11, 2018 in the NRD Office. Subcommittee members present included Bob Andersen, Dick Bolte, Vern Barrett, Sarah Wilson, Don Jacobson, Ron Svoboda, and Greg Osborn. Others present included Directors Ray Stevens and Larry Ruth, Mikaela Davis, Cindy Love and Peter Fellers of the accounting firm of HBE, Kathy Spence, David Potter, and myself.

The first item on the agenda was a report by Peter Fellers on the FY 2018 Financial Statements & Reports of Independent Certified Public Accountants. Fellers reviewed all sections of the report and answered questions of the Subcommittee. Mikaela Davis then reported that because the NRD received over \$750,000 of Federal funds we are required to complete a Single Audit of those Federal funds. Davis reviewed the findings of that audit and answered questions of the Subcommittee. HBE will present and handout copies of both audits at the October Board Meeting.

Overall, it was a very positive audit and it was pointed out that there is a good design of checks and balances in place. HBE did have several suggestions on security, financial training and reviews. The Subcommittee was very appreciative of the work done on the financials throughout the year by Kathy Spence and Connie Damrow.

It was moved by Osborn, seconded by Svoboda, and unanimously approved by the Subcommittee to **recommend the Board of Directors accept the FY 2018 Financial Statements and Audit Report.**

It was moved by Bolte, seconded by Osborn, and unanimously approved by the Subcommittee to **recommend the Board of Directors accept the FY 2018 Auditor's Report on the Single (Federal) Audit.**

The Subcommittee discussed their interest in holding a Director training session to learn more about reviewing and understanding financial statements, the intent is to poll the Board and possibly schedule a training session.



Potter then reported that work on the Master Plan update will begin soon with a draft being presented to the Ad-Hoc Master Plan Subcommittee in November and Board action in December. Potter also reported that we received one submittal to our request for proposals for the update of our Hazard Mitigation Plan, staff will be negotiating a contract for the update and Subcommittee/Board consideration next month.

Osborn suggested that staff look into the benefits of developing a Disaster Preparedness Plan and report back to the Subcommittee.

There being no further business the meeting adjourned at 6:45 pm.

pc: Steve Seglin