

ESS Finance Subcommittee

August 4, 2022

Members Present: Geralyn Greer, Jo Greiner, Lisa Kent, Sheri Jones, Amy Assink, Jolynn Goodchild, Laura McKeever and Stacie Herridge

Other Participants: Phil Dunshee, Robert Endriss, and Lisa Long

Meeting Summary

The Subcommittee reviewed the July 7, 2022, meeting summary. Stacie Herridge made a motion to approve the meeting summary. Sheri Jones seconded, and the motion was approved.

Accounts Receivable Update

The Subcommittee received an update regarding outstanding accounts receivable items. Most of the receivables were associated with annual invoices to counties for their share of local maintenance services. All the counties have been contacted and are working on their accounts.

Monthly Payments Reports

The Project Manager presented the Subcommittee with the monthly payment reports for August. Notable transactions were related to insurance (property and cyber security), and maintenance services. Laura McKeever made a motion to approve the July monthly payments reports. Geralyn Greer seconded, and the motion was approved.

Fund 255 Reimbursement Invoice

The Subcommittee reviewed the monthly Fund 255 reimbursement invoice for August. The amount of the July 15 payroll decreased due to a correction in our state unemployment tax deduction, and this reduced the normal reimbursement request. Bills from Oasis included \$24,239.78, \$8,775.82 and \$24,527.99. Sheri Jones made a motion to approve the July Fund 255 reimbursement invoice. Jolynn Goodchild seconded, and the motion was approved.

Monthly Financial Reports

The Subcommittee reviewed the June, 2022 Financial Reports. Jo Greiner made a motion to approve the financial reports. Stacie Herridge seconded, and the motion was approved.

CY 2021 Audit Report

Robert Endriss, Denman & Company, LLP, presented the independent audit report for calendar year 2021, conducted under the *Government Auditing Standards* for a public agency. The audit report did not identify any significant issues, recording fee income increased by 50.6% on 2020 and 29% in 2021. Jolynn Goodchild made a motion to approve the CY 2021 audit report. Amy Assink seconded the motion, and the report was advanced to the ESS coordinating committee meeting.

990 Return Status Update

A status update was provided on the 990 tax return. The team will proceed with filing the return following the release of the audit report. This is a return for the 2021 tax period and, the aim is to conclude this process in 2023 once the treasury management transition is completed.

Revenue/Expense Trends

The Project Manager reviewed the e-submission trends chart, which is consistent with previous patterns, but overall activity has declined. It was noted that changes in the marketplace have led to changes in overall recording and electronic recording. It is predicted that we will continue to see a lower level of activity given current economic conditions (high inflation, higher interest rates, and a lower level of refinancing).

BOA CY 2022 Budget Amendment

The Project Manager presented the Subcommittee with a proposed amendment to the calendar year 2022 budget. Notable changes include increased insurance premiums for cybersecurity, and increased expenses for system equipment and office technology. However, overall expenses are projected to be \$32,212.47 lower and net income is projected to be \$47,368.50 higher than was estimated in May. Amy Assink made a motion to approve the recommended budget amendment for CY 2022. GERALYN GREER seconded the motion, and it was approved.

Treasury Management Set-Up

The Subcommittee received a report that the documentation to set up the Treasury Management account with Bankers Trust had been completed. Two deposits of \$50,000 were made to the new account, and an additional \$100,000 will be added in the next few weeks.

Development Services Update

Stakeholder/ Focus Group Meetings

Stakeholder and focus group meetings were held to engage users on future updates for the portal. Both groups provided valuable feedback that will be included in the planning process. A survey has been published to acquire more feedback from a wider audience. The results will be available in the next few months.

Upcoming Roadmap

The development team will be taking time to focus on backlog support issues before they commence with the portal updates.

Other Project Updates

GWH Implementation

Overall, the process is proceeding with few issues. One of the main issues is related to the placement of the exemption statement, when applicable. The Department of Natural Resources is preparing the new rules, and new forms should be available at the end of the year.

The meeting was adjourned at 9:45 AM

The next meeting of the Finance Subcommittee is a web conference scheduled for **September 8, 2022**