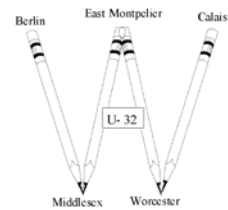


Washington Central Unified Union School District

WCUUSD exists to nurture and inspire in all students the passion, creativity and power to contribute to their local and global communities.

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Jennifer Miller-Arsenault
Interim Superintendent



**WCUUSD Finance Committee
Meeting Minutes Approved
3.15.22 8:30-9:30 a.m.
Central Office, 1130 Gallison Hill Rd., Montpelier
Via Video Conference**

Present: Flor Diaz Smith, Susanne Gann, Ursula Stanley, Chris O'Brien, Steven Dellinger-Pate, Natasha Eckart-Baning, Mark Kline, Jennifer Miller-Arsenault

- 1. Call to Order: Flor Diaz Smith called the meeting to order at 8:34 a.m.**
- 2. Approve Minutes of 2.22.22: Kari Bradley motioned to approve the minutes. Ursula seconded the motion. The motion passed unanimously.**

3. Informational Reports

3.1.Monthly Reflection: Susanne advised that planning and preparation to identify positions that need advertising for next school year has begun. Carla has already begun advertising positions. She advised that work on the general fund financial update, fund balance is complete, and some new processes have been instituted with building administrators to track budgets. The pre-audit is scheduled for May 17th- 20th with RHR Smith and the actual audit is scheduled for August 8th-12th. These dates are on track with last year and we are hopeful it will allow for a report by December. Chris O'Brien and Susanne are on track to bring a proposed district multi-year Capital Improvement Plan to the board next month. Susanne advised she has been working on submission of the AOE Excess Spending Applications for capital projects. Applications are complete for the U-32 roof, AHU updates and softball dugouts. The district has received approval for the U-32 roof and AHU projects. Bid waivers were necessary and have received approval. She provided the committee an updated bid schedule.

3.2.FY 22 Financial Update and Fund Balance Report: Susanne advised this format is similar to the report that Lori developed. Susanne gave an overview of the report, which projects higher revenues of \$4459; higher expenses of \$36,732. Projected general fund balance beyond the 2% target is \$1,609,220.

4. Discussion/Action

4.1. Debrief FY 23 Budget Process: Kari advised he felt it went very well and the outcome of the process seemed very organized this year. Ursula felt that it went very smooth and she advised she liked that the leadership team was presenting to the board. Flor agreed and enjoyed the collaboration. Kari advised the staff did a great job in responding to the parameters. He suggested adding the parameters recommended by the finance committee sometime in October. It should be considered that the communication plan be added in January for future years. Kari proposed that a conversation about budget parameters for next year happen now. He suggested one parameter include an initiative that will achieve significant improvement in literacy and/or math proficiency for students on IEP and/or FRL.

The board wants the leadership team to identify an appropriate scope given current circumstances and consider what resources will be needed for achievement. Jen Miller-Arsenault advised she appreciated the budget parameters, as they were very helpful. Steven advised he would love year round discussions in regards to the budget. Chris O'Brien advised he felt it went well and agreed with others that talking earlier would be helpful. Flor proposed a retreat with the leadership team.

- 4.2. U-32 Softball Dugout Project Bid Award:** Chris O'Brien advised we invited five vendors to bid on this project and we received two. The two bids received were from E.F. Wall & Associates and the other from Lajeunesse Construction, Inc. The total amount budgeted for this project including contingency is \$33,000. The low base bid amount is \$41,000 provided by Lajeunesse Construction including an additional 10% contingency for change orders; the total construction portion of the project would be \$45,100, which is over the Board approved budget. Budgets for other projects have come in sufficiently under budget to cover this overage. Since only two bids were received, a waiver request will need to be submitted to the AOE prior to awarding the contract. **Kari motioned to recommend awarding the U-32 Softball Dugout Construction contract to Lajeunesse Construction in an amount not to exceed \$45,100. Ursula seconded. The motion passed unanimously.**
- 4.3. U-32 Storm water Project Bid Award:** We invited five vendors to bid on the project. We received five bids for this project. The low base bid amount is \$196,400 provided by Isaac's Excavating and Construction, LLC. The owner Isaac Jensen appears to have experience working for others, this is his first year going out on his own and he is in the process of purchasing equipment, hiring staff, and lining up insurance which indicates he is currently not a qualified contractor for this project. The next lowest bid amount is \$249,660 provided by Hebert Excavation. An additional 10% contingency for change orders would bring the project total to \$274,626, which is within the original budget for this project. During the planning phase of this project it was determined that excavation for the storm water project would cause damage to the field hockey field and require extensive repair. This field was already planned for a complete refurbishment in the summer of 2023, along with the baseball and softball fields. In order to avoid the need to excavate and redress the field hockey field twice, the refurbishment would ideally be completed this summer coincident with the new gravel wetland. Civil Engineering Associates Inc. has provided an estimated cost of \$104,327 to complete this work with a total of \$114,077 for engineering costs. It is recommended to award the bid to Hebert Construction in an amount not to exceed \$274,626 for the U-32 Storm Water Project. It is also recommended that the board authorize the use of \$92,395 of the Storm Water project budget, plus additional capital reserve funds, not to exceed \$21,682 to proceed with the refurbishment of the U-32 Field hockey field. **Kari Bradley moved to accept the recommendation. Ursula Stanley seconded. The motion passed.**
- 4.4. U-32 Parking Lot and Sidewalk Feasibility Study:** The Board reviewed the Capital Improvement Project Plan for FY 23 and FY 24 at the November 17, 2021 meeting. The board approved the budget for the FY 23 projects at that time. The preliminary list for projects to be completed in FY 24 included repaving the U-32 parking lot. Given the size of the project, the planning work to determine full scope of the project has begun. To improve safety, the U-32 administration requested a review of the driveway circulation and parking lot layout before repaving happens. It is necessary to engage a professional engineer to complete a feasibility study to develop the full scope and review the circulation and parking lot layout for this project. Engineering Ventures, PC has proposed an agreement of \$7,200 to complete the study. It is recommended that the board authorize the use of capital reserve funds, not to exceed \$7,200 to proceed with the feasibility study for the U-32 driveway circulation and parking lot layout. **Ursula motioned to accept the recommendation. Natasha seconded.**

Chris proposed thinking about putting electric vehicle chargers on site. Steven advised there are at least four employees that are currently driving electric vehicles. **The motion passed.**

5. Next Meeting Date and Future Agenda Items

5.1. Next Regular Meeting April 12, 2022

5.2. FY 23 Capital Improvement Project Bid Awards

5.3. Capital Improvement Plan (April and May)

5.4. Future Uses of Fund Balance

5.5. Planning for Budgeting/Budget Calendar/Retreat

6. Adjourn: The meeting adjourned at 9:24 a.m.

**Respectfully submitted,
Melissa Tuller
Administrative Assistant**