



BOARD MEETING MINUTES

Friday, October 10, 2014 – 8:30 a.m.

**Washoe County Commission Chambers
1001 East Ninth Street, Reno, Nevada**

1. Call to Order

A. Roll Call, Establishment of Quorum and Pledge of Allegiance

Chair Smith called the meeting to order at 8:30 a.m. A quorum was established with Directors Jung, Martini, and Smith attending in person and Director Hartung attending via conference call.

TRFMA staff present included: Jay Aldean, Laura Bayer, Mimi Fujii-Strickler, Kathy Garcia, Danielle Henderson, Eric Scheetz, Lori Williams, and Michael Wolz.

Director Jung led the Pledge of Allegiance.

B. Public Comment - Chair Smith called for Public Comment and hearing none, closed this item.

C. Approval of Agenda (For Possible Action)

Motion 2014.10.1C to approve the agenda of October 10, 2014.

Moved: Director Martini Seconded: Director Jung

Passed Unanimously

D. Approval of Draft Minutes of August 8, 2014 (For Possible Action)

Motion 2014.10.1D to approve the draft minutes of August 8, 2014.

Moved: Director Jung Seconded: Director Martini

Passed Unanimously

E. Announcements / Clippings – Executive Director Aldean announced that staff acquired LIDAR data from the state line to Wadsworth. Carson Truckee Water Conservancy District is giving \$10,000 and staff is filing paperwork for a \$20,000 grant from the State of Nevada so TRFMA costs will be \$70,000.

2. Proclamation – Flood Awareness Week - Director Martini read the Proclamation declaring November 10-15, 2014 as Flood Awareness Week.

3. Technical Advisory Committee (TAC) report and discussion. Possible action to provide direction to staff. (For Possible Action) Kimble Corbridge, TAC Chair, clarified that Flood Awareness Week actually begins November 10 but the event will be held today to accommodate the Governor's schedule.

4. Review, discussion, and possible adoption of Grant Management, Financial Reporting, and Public Records Policies and acceptance of new and amended procedures. (For Possible Action)

- A. *Discussion and possible action to adopt the following policies (For Possible Action):*
- P-13 Grant Management
 - P-14 Financial Reporting
 - P-16 Public Records

Kathy Garcia, Acting CFO, explained the three new policies.

Motion 2014.10.4 to approve the Grant Management, Financial Reporting, and Public Records Policies.

Moved: Director Martini

Seconded: Director Jung

Passed Unanimously

- B. *Review of new procedures as approved by Executive Director Aldean (no action required):*
- Proc-1E Interest Allocation
 - Proc-13 Grant Management
 - Proc-14 Financial Reporting

Review of amendments to the following existing procedures as approved by Executive Director Aldean (no action required):

- Proc-1 General – Internal Controls
- Proc-1B Inventory
- Proc-2 Purchasing
- Proc-3 Procurement Card
- Proc-4 Emergency Situations
- Proc-6 Budget

Director Hartung requested a redline version in the future for changed policies and procedures; Executive Director Aldean agreed to provide redlines in the future.

5. Financial Items

- A. *Presentation, discussion, and possible action to accept the Audited Financial Report and Auditor's Opinions for FYE 2014. (For Possible Action)*

Kathy Garcia, Acting CFO, Kafoury, Armstrong & Co. briefly discussed the second annual Audited Financial Report, noting that there were no violations discovered during the course of the audit. Ms. Garcia confirmed that there had been a 4% increase in sales tax collections from the prior year.

Motion 2014.10.5A to accept the Audited Financial Report

Moved: Director Jung

Seconded: Director Martini

Passed Unanimously

- B. *Presentation, discussion and possible action to accept the Auditor's Financial and Compliance reports and Management Comments for FYE 2014 (For Possible Action)*

Michael Davis, Engagement Director, Barnard, Vogler & Co. discussed the reports in the Audited Financial Statement packet, noting there were no deficiencies, nor instances of non-compliance.

Motion 2014.10.5B to approve the Auditor's Financial and Compliance Reports and Management Comments for FYE2014.

Moved: Director Martini
Passed Unanimously

Seconded: Director Jung

- C. *Monthly reports on the Authority's financial status and related financial activities. Possible action to provide direction to staff. (For Possible Action)*

Lori Williams, Sr. Financial Analyst, reviewed the August financial reports which were emailed to the Board after the agenda book was distributed. Ms. Williams noted that a 4% sales tax increase has been built into FY14/15 and so far the first two months have exceeded the 4%. Chair Smith asked about vehicle maintenance costs; Ms. Williams confirmed that TRFMA owns the vehicles and reimburses the County for maintenance.

Motion 2014.10.5C to accept the report.

Moved: Director Jung
Passed Unanimously

Seconded: Director Martini

- D. *Discussion and possible action to authorize staff to renew the general liability insurance policy with Lexington Insurance for 2014-2015 (For Possible Action)*

Mimi Fujii-Strickler, Administrative Services Manager, reviewed the process for acquiring a renewal from Lexington Insurance for this year at the same amount with the reduced deductible from \$1 million to \$500,000 per incident. TRFMA has been claim free to date. Director Hartung asked if there was a cap on the deductibles; it is unlimited per Fujii-Strickler.

Motion 2014.10.5D to accept the report and approve the insurance.

Moved: Director Jung
Passed Unanimously

Seconded: Director Martini

6. **Working Group monthly report and possible action to provide direction to staff. (For Possible Action)**

Danielle Henderson, Natural Resource Manager indicated that the report is included in the agenda book noting she is available for questions. There were no questions from the Board of Directors.

Motion 2014.10.6 to accept the report.

Moved: Director Jung
Passed Unanimously

Seconded: Director Martini

7. **Board Member Comments, Requests and Future Agenda Items** - Chair Smith called for Board Comments and hearing none, he closed this item.

8. **Public Comment** - Chair Smith called for Public Comment and hearing none, he closed this item.

9. **Adjournment (For Possible Action)** – The meeting adjourned at 8:58 a.m.

Respectfully Submitted,
Laura J. Bayer, Recording Secretary

Approved in Session on December 12, 2014