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*Governor*

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JIM RILEE  
*Chairman*

### MEMORANDUM

**To:** Budget & Finance Committee

**From:** Margaret Nordstrom, *MN* Acting Executive Director

**Subject:** Committee Meeting Minutes – October 15, 2014

**Date:** 10/16/2015

A Budget and Finance (B&F) Committee was held on Wednesday, October 15, 2014 at 12 noon at the Highlands office in Chester. Committee Members present: Chairman Rilee (via phone), Committee Chair Holtaway, and Member James (via phone). Governor's Authorities Unit Representatives (via phone): Peter Simon, Assistant Counsel, and Tyler Yingling. Staff Members present: Margaret Nordstrom, Andy Davis, Herbert August, Ranji Persaud, and Annette Tagliareni.

Committee Chair Holtaway asked staff member Ranji Persaud to give an overview of the proposed FY2015 General Operating Budget:

#### Highlands Council FY2015 General Operating Budget

Mr. Persaud indicated that the proposed FY2015 General Operating Budget is about \$100,000 below previous year's budget as a result of a smaller carryover balance while the state appropriation of \$2,315,000 remains the same. Council had an unexpended remaining balance in salary expense account due to staff separation, hiring delays and no action in salary increases. While the Office of Management and Budget have historically kept most of these remaining balances, Council was able to get back all of the remaining funds as a condition to fund the RMP Budget.

Mr. Persaud also reported that the proposed FY2015 Budget reflects minor reductions and increases in several categories with a net increase of about \$18,000 for non-salary expenditures but yet still below the overall expenditures as compared to previous years. Some of the items which were increased are:

- Insurance budget to provide the Council with a broader range of Public Official Liability Insurance and Property coverage.
- Conference and Training budget
- Professional Licenses and Membership
- Science and GIS Technology budget which is critical for the RMP Update.

Committee Chair Holtaway asked Chief Council Davis to explain in more detail the increase in the Insurance budget. Chief Council Davis responded that after reaching out to the Meadowlands and Pinelands commissions, it was decided to increase the insurance budget to offer a better coverage for the Council Members, Bank Directors, and staff.

Committee Chair Holtaway asked for a motion to move the proposed FY2015 General Operating Budget. Member James made a motion, Chairman Rilee seconded the motion, and all were in favor.

#### FY2015 Highlands Protection Fund Capital Budget

Committee Chair Holtaway asked staff member Herb August to give an overview of the proposed FY2015 Highlands Protection Fund Capital Budget.

Mr. August indicated that the Council is supporting active Plan Conformance Grants for 75 Highlands municipalities. The grant funding is being used to address:

- Master Plan Initiatives
- Ordinance Changes
- Resource Management Plans
- Economic Development and TDR

Mr. August added that the funds will also be needed for municipalities to complete Water Use and Conservation Management Plans as well as Stormwater Planning initiatives. Mr. August anticipates TDR Feasibility Study Grants, a potential TDR Receiving Zone, and funding for Counties for Economic Development, Water Conservation/Stormwater Planning, and Sustainable Agriculture and Environmental Planning. Mr. August concluded that the Council envisions de-encumbering funds in expired grant contracts for future grant activities.

The Committee had no questions. Committee Chair Holtaway asked for a motion to move the proposed FY2015 Highlands Protection Fund Capital Budget. Chairman Rilee made a motion, Member James seconded the motion, and all were in favor.

The B&F Committee adjourned at 12:15pm.