MINUTES
GOVERNANCE COMMITTEE MEETING
Thursday, March 24, 2016, 9:00 AM
Authority Conference Room, 4th Floor
Dulles State Office Building
Watertown, New York

Members Present:
Gary Turck, Chairman
Fredrick Carter
Margaret Murray
Thomas Hefferon
Alfred Calligaris

Members Absent:
John B. Johnson, Jr.

Staff Present:
James W. Wright, Executive Director
Thomas Sauter, Deputy Executive Director
Carl Farone, Comptroller
Jo Anne Yaddow, Executive Assistant
Angela Marra, Administrative Assistant

1. Chairman Turck called the meeting to order at 9:04 am.

2. Executive Session –

   a. Upon a motion by F. Carter, and seconded by T. Hefferon, the Governance Committee went into Executive Session to discuss "...employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person..."

   b. Upon a motion by A. Calligaris, and seconded by T. Hefferon, the Governance Committee came out of Executive Session, with no action being taken.

3. J. Wright explained there are two sets of resolutions to be presented to the Governance Committee; the first five are related to Policies and the remainder are budget related resolutions requiring approval so they can be posted to PARIS seven days prior to the fiscal year.
4. Resolution No. 2016-03-31 authorizes the Executive Director to initiate the compensation plan within the wage budget.

Upon a motion by T. Heffron, and seconded by F. Carter, Resolution No. 2016-03-31, Authorizing Executive Director to Implement Compensation Plan, was unanimously approved.

5. Resolution No. 2016-03-37 approves the Investment Policy, an annual requirement per the Authorities Budget Office that all policies be reviewed on an annual basis. The title, "Accountant I" replaces "Staff Accountant" within the document.

Upon a motion by F. Carter, and seconded by M. Murray, Resolution No. 2016-03-37, Approving Investment Policy, was unanimously approved.

6. Resolution No. 2016-03-38 approves the Disposition of Real Property Policy. The word, "addition" replaced the word, "inchoate" in Section 1 C.

Upon a motion by M. Murray, and seconded by F. Carter, Resolution No. 2016-03-38, Approving Disposition of Real Property Policy, was unanimously approved.

7. Resolution No. 2016-03-39 approves the Procurement Policy. The Policy now includes "Service Disabled Veteran Owned Businesses" which New York State has designated as a set-aside goal.

Upon a motion by F. Carter, and seconded by M. Murray, Resolution No. 2016-03-39, Approving Procurement Policy, was unanimously approved.

A. Calligaris asked if this increase is part of the total MWBE goal. C. Farone stated the increase is 2% from a total pool of 32%. F. Carter asked if there is a list of Service Disabled Veteran Owned Businesses. J. Wright responded yes.

8. Resolution No. 2016-03-40 modifies the Personnel Policy. The changes are reflected in the three Appendices - Appendix A – Standard Work Day; Appendix B – Report of Personnel Changes; Appendix C – Non-Exempt Pay Grade Chart. The changes in the three Appendices are reflected in employee job titles.

Upon a motion by F. Carter, and seconded by A. Calligaris, Resolution No. 2016-03-40, Authorizing Modifications to Personnel Policy, was unanimously approved.

9. J. Wright stated that subsequent to the Preliminary Budget presentation to the Board, several changes recommended by Executive Management and are incorporated in the Tentative Budget being presented to the Finance Committee for recommendation to the Authority Board for adoption. They are as follows:

a. **Capital Budget - Administration**
Project 10015 – Asset Management System increased - +$10,000 - $75,000
The capital appropriation is recommended to be increased by $10,000, based upon actual bids received subsequent to preliminary budget preparation.
b. Capital Budget – Solid Waste
Project 20096 Flare Relocation – Deleted - ($600,000) - 0
Remaining project funds returned to Reserves - ($189,000) - 0

c. Operating Budget – Engineering
The Operating Budget for Engineering has been modified to reflect the new contract with the City of Ogdensburg for Management Services of its wastewater treatment facilities.

Additional revenue of $124,868 has been included with offsetting expenditures reflected in the Division budget. The additional contract requires the addition of one position.

d. Operating Budget – Facilities
Executive Management reviewed the budgets for utility costs and made the following reductions:

20-5802 – Gas and Electric - Reduce ($10,000) - $50,000
41-5802 – Gas and Electric – Reduce ($7,500) - $62,500
42-5802 – Gas and Electric – Reduce ($4,000) - $24,000

e. Operating Budget – Solid Waste
The Executive Management has taken two part time recycling positions at Solid Waste and increased them to full time to enhance our waste diversion efforts.

20-5001 - SWMF Wages – Add $25,000 - $1,198,177; Fringe benefits were increased to reflect staff moving from part time to full time.

f. Operating Budget – Solid Waste
When originally budgeted, there was a change in expense classification, reduction of the prior account was taken; this is the corresponding increase in the revised expense classification.

20-5932 – Monitoring and Testing – Add $3,500 - $123,500

10. Resolution No. 2016-03-25 implements the Administrative Budget, Audit Committee, restricted and Board designated reserves.

Upon a motion by T. Hefferon, and seconded by A. Calligaris, Resolution No. 2016-03-25, Approving Fiscal Year 2016-2017 Administrative Budget, Capital Projects, Administrative Allocations and Audit Committee Budget, was unanimously approved.


Upon a motion by F. Carter, and seconded by M. Murray, Resolution No. 2016-03-26, Approving Fiscal Year 2016-2017 Engineering Division Operating Budget and Capital Projects, was unanimously approved.

    Upon a motion by A. Calligaris, and seconded by M. Murray, Resolution No. 2016-03-27, Approving Fiscal Year 2016-2017 Regional Development Budget, was unanimously approved.


    Upon a motion by F. Carter, and seconded by A. Calligaris, Resolution No. 2016-03-28, Approving Fiscal Year 2016-2017 Solid Waste Management Division Operating Budget, Capital Projects, Reserve Requirements, and Tipping Fees, was unanimously approved.


    Upon a motion by F. Carter, and seconded by M. Murray, Resolution No. 2016-03-29, Approving Fiscal Year 2016-2017 Technology Division Operating Budget, Capital Projects, Reserve Designations, and Tariff, was unanimously approved.

15. Resolution No. 2016-03-30 approves the Fiscal Year 2016-2017 Water Quality Management Division Operating Budget, Capital Projects, and User Charges. This budget includes the Army Sewer, Army Water, Regional Water, and Water and Sewer contracts.

    Upon a motion by T. Hefferon, and seconded by A. Calligaris, Resolution No. 2016-03-30, Approving Fiscal Year 2016-2017 Water Quality Management Division Operating Budget, Capital Projects, and User Charges, was unanimously approved.


    Upon a motion by F. Carter, and seconded by M. Murray, Resolution No. 2016-03-32, Amending the Regional Water Line Budget for Fiscal Year Ending 2016, was unanimously approved.


    Upon a motion by F. Carter, and seconded by A. Calligaris, Resolution No. 2016-03-33, approves the Fiscal Year 2016-2017 North Country Economic Development Fund Budget, was unanimously approved.
18. Other Items –

a. J. Wright thanked the Committee for making the trip in for the meeting in order that financial items could get posted and reported. J. Wright acknowledged Carl, the Finance Division staff, T. Sauter, and all the Managers for their work on the budget.

b. The annual testing of Information Technology (IT) security testing has been completed. The second phase consisted of an external penetration test from a remote location. No critical errors were noted and recommendations (high risk to low risk) were suggested. Most of the items have been corrected with the remaining items in the corrective process.

c. J. Wright noted that the Pamela water quality reported in the media regarding the build-up of disinfection byproduct occurs when water does not move through the pipe. Testing was done on a monthly basis and, as a result, the reports showed spiked levels of the disinfection byproduct. If testing had continued on a bi-monthly basis, the levels would have been under the threshold.

19. Chairman Turck adjourned the meeting.

Respectfully submitted,

[Signature]

Gary Turck
Chairman, Governance Committee