



Tuesday, October 4, 2016
GGLDC – Andrews Conference Room
Audit & Finance Committee Meeting
3:00 p.m.

MINUTES

ATTENDANCE

Committee Members: T. Felton, P. Battaglia, M. Gray
Staff: L. Farrell, M. Masse, P. Kennett, S. Hyde
Guests:
Absent:

1. CALL TO ORDER / ENTER PUBLIC SESSION

T. Felton called the meeting to order at 4:00 p.m. in the Andrews Conference Room.

2. CHAIRMAN'S REPORT & ACTIVITIES

2a. Agenda Additions / Other Business – T. Felton asked the committee to approve removing 3f. First Wave Technologies from the agenda.

P. Battaglia made a motion to remove 3f seconded by M. Gray and approved by all.

2b. Minutes: August 30, 2016 –

M. Gray made a motion to approve the August 30, 2016 Minutes; the motion was seconded by P. Battaglia. Roll call resulted as follows:

T. Felton – Yes
P. Battaglia – Yes
M. Gray – Yes

The item was approved as presented.

3. DISCUSSIONS / OFFICIAL RECOMMENDATIONS TO THE COMMITTEE:

3a. August Financial Statements – L. Farrell presented the August Financial Statements to the Committee and noted the following:

- Grant Receivable ESD STAMP (Line 14) is zero as we have received the final X544 draw. This was the retainage that was held until they received all final reporting and were able to close it out. The funds were used to pay off the Line of Credit (Line 57).
- Disbursed a \$259K loan to PW Minor in August. This was the second and final portion of the loan.
- Unrestricted cash consists mostly of MedTech Centre funds.

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- BETP Wetland Mitigation contract with Conservation Connects is just about wrapped up. It is anticipated that a final National Grid Grant draw will be completed soon.
- Insurance is paid in advance, should be within budget on a consolidated basis by year end.
- Expenses are within budget; most expenses that are over budget are grant reimbursable expenses.

M. Gray made a motion to recommend approval of the August financial statements; the motion was seconded by P. Battaglia. Roll call resulted as follows:

T. Felton – Yes
 P. Battaglia – Yes
 M. Gray – Yes

The item was approved a presented.

3b. GGLDC Budget Timeline – L. Farrell reviewed the GGLDC Budget Timeline with the committee and noted that today they would be looking at the draft Cash Budget.

3c. GGLDC 2017 Budget Assumptions – L. Farrell presented a draft Cash budget for the committee’s review. The following was noted:

- MedTech Centre was the most activity
- At the end of the 2016 Strategic Investment funds are expected to be at just under \$1M. This included the \$400K reserve for Batavia Micropolitan Area Redevelopment Loan Fund (BMARLF).
- Anticipate receiving a \$304K grant from EDA to reimburse for expenses already paid. When the funds come in it is expected that internal borrowing from Strategic Investments will be repaid.
- An updated Strategic Investment analysis will be completed for the next committee meeting.
- The Operating fund is projected to begin 2017 with \$273K cash.
- OCR loan repayments will be collected and will be recorded under Strategic Investment funds.
- Interfund transfers from Strategic Investment funds are used to pay for mowing, insurance, and special district fees.
- Professional Services Other total \$25K of which \$15K is unreimbursable, \$10K will be reimbursed by OCR grant.
- Gateway II insurance shows a 5% increase. The agency has one policy that extends across all entities, we then break it out to come up with values for each fund.
- BETP will receive \$93K CBA funds annually until 2027.
- CBA funds will be used for a \$100K contract with the Town of Pembroke for potential waste water treatment facility expansion.
- PIF payments are collect in the Genesee Agri Business Park and used to pay principal and interest on a Bond.
- Did not budget for an increase in MedTech Centre lease rates, being conservative, but will evaluate increasing CAM charges in June of 2017.
- Anticipate installing a FOB system for the Innovation Zone in 2016 at a cost of approx. \$4,000. The 2017 plan includes MedTech Centre having the parking lot resealed and restriped.

3d. Auditor Selection – L. Farrell informed the committee that the Governance Committee had reviewed the Authorities Budget Office’s (ABO) IDA Procurement Review Competitive Selection Practices report and the impact on audit and legal services. The committee had a lengthy conversation on the frequency that these types of services should be bid out. The last time the agency went out to bid for audit services was January of 2009.

The partner with Mostert, Manzeno & Soctt LLP has been rotated every five years and we have two more years with this partner before we would have to switch partners again. The advantage is that they are familiar with what we do and how we do it. Typically there is a 2 – 3 year learning curve for a new audit firm. L. Farrell will work with Mostert, Manzeno & Scott LLP to get an updated quote and the committee will discuss this further at that time.

3e. Audit & Finance Committee Charter – The Audit & Finance Committee Charter was brought to the committee a couple of months ago. Much of the discussion then was regarding page 10 where it discusses independent members. She recommended that the verbiage should include “Section 2825 of New York Public Authorities Law”. Referencing this section law will ensure that the policy will be up to date as any changes to the law are made.

M. Gray made a motion to recommend approval of the Audit & Finance Committee Charter; the motion was seconded by P. Battaglia. Roll call resulted as follows:

T. Felton	– Yes
P. Battaglia	– Yes
M. Gray	– Yes

The item was approved as presented.

3f. First Wave Technologies - Removed from agenda.

3g. 2017 Land Lease Rates – M. Masse presented the land lease rates to the committee and asked them if they had any recommendations for 2017. The committee was reminded that the GCEDC saves money by not having to hire bush hogging and that farming also helps to eliminate the progression of wetlands.

After some discussion the board agreed that the rates would stay the same in 2017, as listed in the board packet.

M. Gray made a motion to recommend approval of the 2017 Land Lease Rates; the motion was seconded by P. Battaglia. Roll call resulted as follows:

T. Felton	– Yes
P. Battaglia	– Yes
M. Gray	– Yes

The item was approved as presented.

ADJOURNMENT

As there was no further business, M. Gray made a motion to adjourn at approximately 4:46 p.m., seconded by P. Battaglia and passed unanimously.