



GCEDC Audit & Finance Committee Meeting
Tuesday, August 4, 2020 8:30 a.m.
Locations: Electronically

MINUTES

ATTENDANCE

Committee Members: P. Battaglia, A. Young, Pete Zeliff
Staff: L. Farrell, M. Masse, L. Casey, P. Kennett, J. Krencik, S. Hyde, C. Suozzi
Guests: D. Cunningham (GGLDC Board Member), T. Felton (GGLDC Board Member)
Absent: M. Gray

1. CALL TO ORDER / ENTER PUBLIC SESSION

P. Zeliff called the meeting to order at 8:30 a.m. via conference call / video conference.

Because of the Novel Coronavirus (COVID-19) Emergency and State and Federal bans on large meetings or gatherings and pursuant to Governor Cuomo's Executive Order 202.1 issued on March 12, 2020 suspending the Open Meetings Law, this Meeting is being held electronically via conference / video conference call instead of a public meeting open for the public to attend in person.

2. CHAIRMAN'S REPORT & ACTIVITIES:

2a. Agenda Additions / Other Business – Nothing at this time.

2b. Minutes: June 30, 2020

P. Battaglia made a motion to recommend to the full Board the approval of the June 30, 2020 minutes; the motion was seconded by A. Young. Roll call resulted as follows:

P. Battaglia - Yes
M. Gray - Absent
A. Young - Yes
P. Zeliff -Yes

The item was approved as presented.

3. DISCUSSIONS / OFFICIAL RECOMMENDATIONS OF THE COMMITTEE:

3a. June 2020 Financial Statements - L. Farrell reviewed with the Committee the significant items of the June 2020 long form financial statements and noted the following:

- On the balance sheet, the remaining balance of grant funds from the Town of Pembroke have been used and applied towards the Wastewater Treatment Facility in Corfu. Activity on the EDC side is complete, and some bills are now being paid on the LDC side. The Town of Pembroke has been paying on contracts as well.
- STAMP Restricted Cash decreased due to expenditures approved for GURFS in June.

- On liabilities, accrued expenses increased about \$10,000 for the monthly NYS Retirement accrual that is paid annually in December.
- On the operating fund, origination fees increased. Two solar projects closed in June. The Workforce Development / Economic Development Fee of \$25,000 for each project is paid to the LDC upon completion of the project.
- Operating expenses are as expected per the budget. Travel and Conferences and Meetings expenses are low.
- On the other funds, there is normal monthly activity.

P. Battaglia made a motion to recommend to the full Board the approval of the June 2020 Financial Statements; the motion was seconded by A. Young. Roll call resulted as follows:

P. Battaglia - Yes
 M. Gray - Absent
 A. Young - Yes
 P. Zeliff - Yes

3b. 2021 Budget Timeline – L. Farrell stated that the budget does not have to be submitted to the ABO until November 1, but the County requires the GCEDC to submit the 2021 budget by September 4. To meet this deadline, the Committee is asked to recommend approval of the 2021 budget to the full Board at the next Committee meeting. Today, L. Farrell will review assumptions of the Budget with the Committee.

3c. 2021 Budget Input / Assumptions – L. Farrell reviewed the budget worksheets and first draft of the budget in detail with the committee, along with 2020 projections, and the following are some of the significant items noted:

- The 2021 accrual-based budget was approached conservatively.
- Budgeted for the same level of contribution from Genesee County for 2021 with no increase to funding being requested.
- Origination fee revenue projected for 2020 exceeds what was budgeted for. There are also several projects that are classified as opportunities for this year.
- Budgeted for a \$300K Economic Development Program Support Grant from the GGLDC.
- Budgeted for the balance of the ESD \$33M, ESD \$8M, and Genesee County \$4M STAMP funds to be expended in 2021.

L. Farrell asked the Committee to contact her if they have any other suggestions or questions regarding the drafted budget. The next time the committee meets and reviews the budget again, they will be asked to recommend it to the full board for approval. Any changes made to the budget assumptions will be reviewed in detail at that time.

3d. Online Payment Vendor List Revision – L. Farrell requested that Quadient be added to the list of approved vendors that can be paid online. Quadient is our postage machine vendor.

P. Battaglia made a motion to approve the revision to the Online Payment Vendor List to include Quadient; the motion was seconded by A. Young. Roll call resulted as follows:

P. Battaglia - Yes
M. Gray - Absent
A. Young - Yes
P. Zelif - Yes

3e. John Jakubowski Contract – John Jakubowski has provided a consulting agreement for the period of August 15, 2020 through August 14, 2021 to perform the following:

1. Perform consulting services to assist in the development and implementation of workforce development programs and training initiatives relative to the goals of the Company and its affiliates.
2. Consult with the VP of Business Development of the GCEDC and staff relative to the application, development and deployment of its workforce programs.
3. Consult with educational institutions who may serve as partners in the development, implementation and delivery of training programs. Specifically, interface with Genesee Community College and its BEST Center, other institutions of higher learning, the Genesee Valley Educational Partnership and local secondary schools as appropriate.
4. Provide consulting services as requested by the GCEDC.

This contract is not to exceed \$29,800 between the GGLDC and GCEDC and was included in the GGLDC budget to be paid by Strategic Investment funds.

P. Battaglia made a motion to recommend to the full Board the approval of the John Jakubowski Contract; the motion was seconded by A. Young. Roll call resulted as follows:

P. Battaglia - Yes
M. Gray - Absent
A. Young - Yes
P. Zelif - Yes

3f. CPL Conceptual Planning & Marketing Services – In preparation for the next phase of marketing the WNY STAMP site and the STAMP North and STAMP South campuses to companies, the GCEDC has requested a proposal for conceptual planning and marketing services from Clark Patterson Lee.

This project would commence in August 2020 and provide the GCEDC's sales and marketing effort with enhanced content and materials. As proposed, the project will produce two-dimensional conceptual sites plans for three shovel ready parcels at STAMP that would support more than 1 million square feet of facilities and utilize infrastructure that is currently at STAMP, or under construction in 2020 and 2021. The project will also produce three-dimensional content, including fly-through video utilizing drone aerial flight recordings and building renderings.

This project is intended to enhance STAMP's sales and marketing position as the GCEDC staff prepares delivery of site readiness, site infrastructure, project financing structures, and site marketing for a launch to market at the shovel-ready 400-acre STAMP South campus and 850-acre STAMP North campus.

Based on the project proposal, the estimated cost of all phases would be covered by the GCEDC's 2020 budget. The GCEDC has requested a matching grant from National Grid to cover half the proposed cost of this project, although this contract will not be contingent upon grant approval.

P. Battaglia made a motion to recommend to the full Board the approval of the CPL Conceptual Planning & Marketing Services Proposal; the motion was seconded by A. Young. Roll call resulted as follows:

P. Battaglia - Yes
M. Gray - Absent
A. Young - Yes
P. Zelif - Yes

4. ADJOURNMENT

As there was no further business, P. Battaglia made a motion to adjourn at 9:34 a.m., seconded by A. Young and passed unanimously.