



Development Authority of the North Country

Dulles State Office Building
Watertown, New York 13601

Fredrick J. Carter
Board Chairman

James W. Wright
Executive Director

March 19, 2020

Development Authority Board Members,

The current national circumstances dictate a different approach to our normal business. In response to the current coronavirus pandemic, Governor Cuomo has issued an Executive Order which reduces the requirements for conducting Authority meetings by telephone conferencing. Executive Order 202.1 permits the Board to consider the use of telephone conferencing, "to the extent necessary to permit any public body to meet and take such actions authorized by the law without permitting public in-person access to meetings and authorizing such meetings to be held remotely by conference call or similar service, provided that the public has the ability to view or listen to such proceeding and that such meetings are recorded and later transcribed."

Consequently, Chairman Carter has directed that the next Board meeting be conducted by teleconferencing. The Information Technology staff is currently working to connect teleconferencing features and will maintain our public streaming of the Board meeting.

To participate by phone, please dial: 1-646-876-9923, then enter Meeting ID 187 050 746 when prompted. When asked for a "participant ID," press #.

The meeting will be conducted through the conference call, so you are requested to have access to your read-ahead package for resolutions, etc.

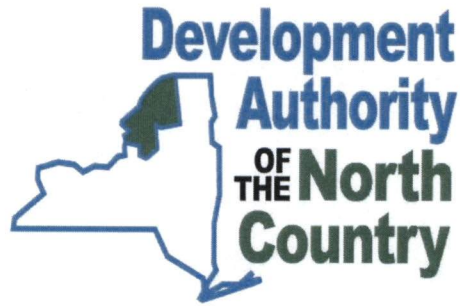
To conduct the meeting in compliance with federal and state directives regarding group density and social distancing, the meeting will be closed to the public but accessible through streaming. Division managers will not be attending in person. Additionally, Board members are encouraged to utilize the conference call option in order to keep the in-person group under 10 individuals.

There will be no committee meetings; all resolutions will be considered by the full Board. Some annual resolutions which have no operational impact have been deferred to the next meeting in order to manage the volume of resolutions. It is, however, very important that this meeting be conducted in order to adopt the budget for continued operations.

Any questions, feel free to contact the Chairman or myself.

Sincerely,

James W. Wright
Executive Director

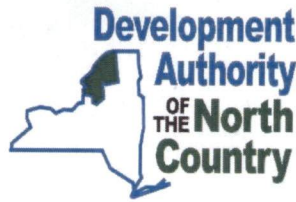


MEETING NOTICE

**Thursday, March 26, 2020, 9:30 AM
Conference Room 100 – 1st Floor
Dulles State Office Building
Watertown, New York**

**Due to the Coronavirus Emergency
Restrictions, Public Access to the
Meeting is Restricted.**

**The Public May View and Listen to the
Meeting Live Streamed at www.danc.org**



AGENDA

BOARD OF DIRECTORS MEETING

Thursday, March 26, 2020 – 9:30 AM

Dulles State Office Building, Conference Room 100, 1st Floor
Watertown, New York

1. Call to Order - Rollcall
2. Approve the Minutes of February 27, 2020 Board Meeting
3. Chairmans Report
 - a. Resolution No. 2020-03-18 Reaffirming the Approvals of Authority Board Resolutions
4. Executive Directors Report
5. Resolutions – Budget Fiscal Year 2020-2021
 - a. Resolution No 2020-03-19, Approving Fiscal Year 2020-2021 Administrative Budget, Capital Projects, Administrative Allocations and Audit Committee Budget
 - b. Resolution No. 2020-03-20, Approving Fiscal Year 2020-2021 Engineering Division Operating Budget, Capital Projects, and Reserve Designation
 - c. Resolution No. 2020-03-21, Approving Fiscal Year 2020-2021 Materials Management Division Operating Budget, Capital Projects, Reserve Requirements, and Tipping Fees
 - d. Resolution No. 2020-03-22, Approving Fiscal Year 2020-2021 North Country Economic Development Fund Budget
 - e. Resolution No. 2020-03-23, Approving Fiscal Year 2020-2021 Regional Development Budget
 - f. Resolution No. 2020-03-24 Approving Fiscal Year 2020-2021 Telecommunications Division Operating Budget, Capital Projects, Reserve Designations, and Tariff
 - g. Resolution No. 2020-03-25 Approving Fiscal Year 2020-2021 Water Quality Management Division Operating Budget, Capital Projects and User Charges
6. Resolutions – Finance
 - a. Resolution No. 2020-03-26, Authorizing Executive Director to Implement Compensation Plan

- b. Resolution No. 2020-03-27, Approving Modifications to Personnel Policy
- c. Resolution No. 2020-03-28, Authorizing Professional Services Contracts
- d. Resolution No. 2020-03-29, Standardizing Upon Certain Equipment for Use In Relation to the Materials Management Division
- e. Resolution No. 2020-03-30, Standardizing Upon Certain Equipment for Use in Relation to the Open Access Telecommunications Network
- f. Resolutions No. 2020-03-31, Standardizing Upon Certain Equipment for Use in Relation to the Water Quality Management Division
- g. Resolution No. 2020-03-32, Authorized Standardized Computer Software Programs
- h. Resolution No. 2020-03-33, Authorizing the Write-Off of Certain Loan Receivables as Bad Debts
- i. Resolution No. 2020-03-34, Closure IV Materials Management Capital Budget Amendment

7. Engineering -

- a. Resolution No. 2020-03-35, Technical Services Agreement, Village of Lyons Falls Library Masonry Rehabilitation Project
- b. Resolution No. 2020-03-36, Technical Services Agreement, Village of Lyons Falls Library Woodwork Rehabilitation Project
- c. Resolution No. 2020-03-37, Technical Services Agreement Amendment No 2, Village of Lyons Falls Phase 4 Engineering and Redevelopment Planning
- d. Resolution No. 2020-03-38, SCADA Services Agreement Amendment, Town of Clifton Newton Falls, Water System Improvements
- e. Resolution No. 2020-03-39, SCADA Services Agreement Amendment, Village of Potsdam, Wastewater Treatment Plant Improvement Project
- f. Resolution No. 2020-03-40, Technical Services Agreement Amendment No 1, Town of Diana, Water System Assessment Project

8. Regional Development

- a. Resolution No. 2020-03-41, Temporary Delegated Authority Loan Programs Covid-19
- b. Resolution No 2020-03-42, Community Development Loan Fund, Thompson Park Conservancy Inc.

c. Resolution No. 2020-03-43, Regional Tourism Transformational Community Revolving Loan Fund, Economic Fund Bridge Financing

d. Resolution No. 2020-03-44, North Country Redevelopment Loan Fund, ADK Gateway Inc. Ratifying Loan and Grant

e. Resolution No. 2020-03-45, Regional Tourism Transformational Community Revolving Loan Fund, Raquette Lake Navigation Company Inc.

f. Resolution No. 2020-03-46, Regional Tourism Transformational Community Revolving Loan Fund Trustworthy, LLC

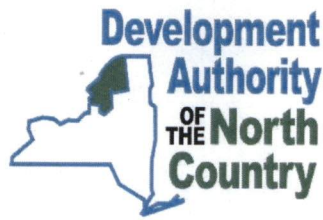
g. Resolution No. 2020-03-47, St. Lawrence County Industrial Development Agency, Economic Development Fund Loan Modification

9. Finance Report – Deputy Executive / Comptroller

10. Report of the Nominating Committee

a. Election of Officers

11. Next Meeting to be Determined



MINUTES
BOARD OF DIRECTORS MEETING
Thursday, February 27, 2020 – 10:00 AM
State Office Building – Conference Room 100, 1st Floor
317 Washington Street, Watertown, New York

The Development Authority of the North Country Board of Directors met in regular session at the State Office Building, Conference Room 100, 1st Floor, 317 Washington Street, Watertown, New York on Thursday, February 27, 2020 at 10:00 am.

Members Present:

Voting

Frederick Carter, Chairman
Thomas Hefferon
Alfred Calligaris
Alex MacKinnon
Margaret Murray

Members Absent

Mary Doheny
James Hollenbeck
John Johnson, Jr.
Dennis Mastascusa
Brian McGrath
Gary Turck

Non-Voting

Stephen Hunt

Staff Present:

James W. Wright, Executive Director
Michelle Capone, Director, Regional Development Division
Carl Farone, Deputy Executive Director
Brian Nutting, Manager, Water Quality Division
Patricia Pastella, Manager, Materials Management Division
Jennifer Staples, Director of Administration
Carrie Tuttle, Director, Engineering and Environmental Division
David Wolf, Director, Telecommunications Division
Angela Marra, Executive Assistant
Katie Maitland, Administrative Associate

Guests:

1. Executive Director's Report –
 - a. NYS DOT Right of Way - at this time we are awaiting a response so this is still in process
 - b. Regional Recycling Center – Disposal Fees
The Authority originally envisioned assisting the counties with disposal fees. As seen reflected in the budget, we are no longer able to. This is partly due to situations such as St. Lawrence County's volumes doubling due to their agreement to accept

recyclables from Casella. The Authority had requested that the counties not accept any fees prior to this being reviewed.

c. Regional Recycling Center – Progress

The facility is coming along nicely. The compactor is now in place. Electrical has been set. A larger hole needs to be cut for the trucks to enter the building. A used trailer has been purchased. We are anticipating getting 20 tons compacted into one load. We still need to discuss with the haulers regarding the stipulations from the village of Harrisville. Fort Drum may be coming on board to participate as they would like to go single stream. The county complains that Fort Drum does not sort or separate. Jefferson County is not participating in any of this recycling because they are concerned the Authority will increase their tip fees to pay for it. At this time we are hearing that Watertown and Fort Drum both want to go direct. We will have those discussions and move forward.

d. Plastic Bag Event – Salmon Run Mall

This event took place February 19th at the Salmon Run Mall to distribute and promote reusable bags to the community prior to the plastic bag ban going into effect on March 1, 2020. This was also used as recycling education opportunity.

e. City of Ogdensburg - Dispatch Study

The mayor of Ogdensburg has asked that we enter into a contract with them to do a dispatch study. Through discussions with the mayor and city manager, it has been concluded that this project will be set aside for the time being. The Authority sees it as an opportunity to do a county wide study because they have a recommendation from the Comptroller's Office that one of the ways they could save money is a centralized dispatch for police, fire and 911 with the county. The City and Village of Potsdam have a similar recommendation. Since the Authority works with both, it seems to be a good plan to get some money from the Department of State and do a joint study to save money. This was moving along fine, but seems to have gotten intertwined in sales tax issues within the county. Rather than get in the crossfire, the Authority decided to step back and wait until these issues are resolved, then we will come back in to do the study.

2. Chairman Carter called the meeting to order at 10:10 AM.

3. Chairman Carter requested a roll call by A. Marra.

- M. Doheny, J. Hollenbeck, J. Johnson, Jr., D. Mastascusa, B. McGrath and G. Turck were not present; a quorum of voting members were present, however there were only one non-voting member present resulting in a true quorum not being confirmed.

4. Chairman Carter offered the Privilege of the Floor.

5. Chairman's Report – as presented by Chairman Carter

M. Murray and A. Calligaris have each been reappointed by the Jefferson County Board of Legislators to serve another four year term through 12/01/2023.

D. Mastascusa has been reappointed by the Lewis County Board of Legislators to another four year term through 02/01/2024.

Chairman Carter has appointed the nomination committee for the upcoming election procedures. This committee will consist of A. MacKinnon, D. Mastascusa, and M. Doheny.

J. Wright stated that the Board has convened its regular announced meeting. The Board is lacking a quorum, however following consultation with counsel, it has been determined the following actions can take place:

- 1.) A roll call established there was a quorum of voting members.
- 2.) Pursuant to Article III, section 2 of the Authority By-laws "The Chairman or Executive Director are each authorized to exercise the power of the Authority during periods between regular meetings"; and Article III, section 6 "In the event of the absence of any officer or for any other reason that the Authority may deem sufficient, the voting members of the Authority may temporarily delegate the powers or duties of any officer to any other officer or any member."
- 3.) The resolutions will be presented, discussed and acted upon by those in attendance.
- 4.) The Chairman and or Executive Director should approve the contracts authorized by resolution.
- 5.) The Board shall reaffirm the actions at its next regular session Board meeting.

All attending Board members were in consensus with this.

Following this Board meeting, the Finance Committee will convene to receive the annual budget. All Board members are invited to attend if they wish.

6. Finance – Comptroller's Report –

a. C. Farone reviewed the financial report for the period ending December 31, 2019.

C. Farone stated that total assets have increased from \$225 million to \$236 million, year to date primarily attributable to an increase in funds held in trust. Funds were borrowed for the materials management expansion, and are held in trust. As these funds are utilized, the funds held in trust will deplete.

Liabilities of the Authority are relatively consistent. Total Liabilities have increased from \$56 million to \$66 million, for a total increase of \$9.7 million; also attributable to the bonds that we issued. Long term liabilities have increased from \$11.8 million to \$23 million due to the \$12.7 million in bonds that were issued.

Under Net Position the Invested in Capital Assets have increased from \$57 million to \$62 million; or 5 million. This is deceiving as this represents Capital Purchases less Depreciation. \$11.1 million has actually been spent in capital construction year to date.

Restricted assets, for designated assets, continue to be utilized as authorized by the board.

The Authority has produced \$1.8 million in a positive change to net position. Total Operating Revenues of just under \$21 million. We're just under \$1million ahead of projections of our budget from a revenue perspective. All divisions are slightly ahead of projection so the increase is across the board. Operating Expenses are well under budget resulting from timing related issues. Expenditures for the Recycling Transfer Station had been budgeted because we were hopeful it would be operational. Water, Waste-Water, and water treatment expenses are less than projected because Fort Drum is buying less water than had been projected. Total operating income is about \$163,000 to the positive, but non-operating income reflects we are ahead of perspective by about \$787,000.

A Calligaris asked if the New York State Administrator Assessment is still going to come through. C. Farone responded that yes it is supposed to. They have sent us an invoice in the amount of \$122,000, and a follow-up call has been received at the end last week stating not to pay it yet because they want to make sure the amount is correct. This is typically paid in March, but is being delayed this year until the state reconciles the amount to ensure it is correct. C. Farone predicts this number will increase.

7. Loan Report – M. Capone –

- Under S. Winkler, we are working with the attorneys and are having them sign a confession of judgement and are hopeful they will pay off our loan with other financing in the very near future.
- Woods Inn is a tourism loan that has been provided to them with interest only. They are two months behind, and catching up slowly.
- Eastern Resort Management / Snow Ridge – we ran into the USDA and will be setting up with them in the next couple weeks to review and talk about the future.
- Under the North Country Economic Development Fund program, NYPA money, North Woods Resort is two months behind and slow paying.
- ProSport is a questionable loan at this time, they are not making payments and we are working with the St. Lawrence County IDA on potential collection.

Everything else is being paid as agreed, and we drew the last \$1 million of the North Country Redevelopment Fund from Empire State Development, giving us \$5 million of that grant program.

8. Engineering –

a. Resolution No. 2020-02-01 approves the SCADA Services Agreement by and between the Authority and the Village of Lyons Falls, for a total not to exceed contract amount of \$19,500. The Executive Director is authorized and directed to execute said Agreement Amendment

Upon a motion by A. MacKinnon, and seconded by A. Calligaris, Resolution No. 2020-02-01, Approving SCADA Services Agreement, Village of Lyons Falls, Burnt-Shanty Well Field Controls Upgrade, was unanimously approved.

b. Resolution No. 2020-02-02, approves the Technical Services Agreement for Water/Sewer Rate Analysis between the Authority and the Village of Alexandria Bay. The Executive Director is authorized and directed to execute said Agreement Amendment.

C. Tuttle stated that this is a new project. The village provides services through the town and they need to confirm the billing is fair, so this will be a rate study. J. Wright commented that this rate increase cannot be blamed on the Authority as the increase was announced prior to our cost for services being agreed upon.

Upon a motion by A. Calligaris, and seconded by A. MacKinnon, Resolution No. 2002-02-02, Approving Technical Services Agreement, Village of Alexandria Bay, Water/Sewer Rate Analysis, was unanimously approved.

c. Resolution No. 2020-02-03, approves the Technical Services Agreement Amendment, by and between the Authority and the Town of Clifton. The Executive Director is hereby authorized and directed to execute said Agreement Amendment.

C. Tuttle stated that Clifton is moving forward with the disinfection by-product project at their wastewater treatment plant as mandated by the NYS DEC. They have received grant funding which the Authority assisted them in applying for though the CFA. This resolution will need to be amended at a later date.

Upon a motion by A. Calligaris, and seconded by A. MacKinnon, Resolution No. 2020-02-03, Approving Technical Services Agreement Amendment, Town of Clifton, was unanimously approved.

d. Resolution No. 2020-02-04, approves the Technical Services Agreement Amendment No. 1, by and between the Authority and the Town of DeKalb. The Executive Director is hereby authorized and directed to execute said Agreement Amendment.

C. Tuttle commented this is also a disinfection by-product project for the wastewater treatment plant in the Town of DeKalb. They also reached out to the Authority to assist with applying for funding. They were awarded a grant through the process and are now asking the Authority with the preliminary engineering.

Upon a motion by M. Murray, and seconded by A. MacKinnon, Resolution No. 2020-02-04, Approving Technical Services Agreement Amendment, Town of DeKalb, was unanimously approved.

e. Resolution No. 2020-02-05, approves the Technical Services Agreement, between the Authority and the Village of Lyons Falls, to provide support on a time and material basis. This resolution further authorizes the Executive Director to execute this Agreement.

C. Tuttle explained this contract will allow the Authority to provide services on an as needed basis. There is no defined scope of work, and a contract is needed to allow the Authority to respond if they do have an issue with any of their existing systems.

Upon a motion by A. Calligaris, and seconded by A. MacKinnon, Resolution No. 2020-02-05, Approving Technical Services Agreement, Village of Lyons Falls, SCADA and Instrumentation Technical Support, was unanimously approved.

f. Resolution No. 2020-02-06, approves the Technical Services Agreement Amendment No. 1, by and between the Authority and the Village of Malone. The Executive Director is hereby authorized and directed to execute said Agreement.

C. Tuttle explained this project is being funded by the Department of State. They bid this twice, and ended up with one bid and a contractor that was non-responsive. The Village ended up terminating the contract due to the contractor's failure to perform services within the required timeline. If the services are not completed within the required timeline they are unable to receive the grant money before the grant expires. They have asked the Authority to help them to procure the final items that have yet to be completed by the March 31st deadline.

Upon a motion by A. Calligaris, and seconded by A. MacKinnon, Resolution No. 2020-02-06, Approving Technical Services Agreement Amendment No. 1, Village of Malone, Mill Park on the Salmon River Project, was unanimously approved.

g. Resolution No. 2020-02-07, approves the Technical Services Agreement Amendment No. 2 by and between the Authority and the Village of Malone. The Executive Director is hereby authorized and directed to execute said Agreement Amendment.

Upon a motion by A. MacKinnon, and seconded by A. Calligaris, Resolution No. 2020-02-07, Approving Technical Services Agreement Amendment No. 2, Village of Malone, Public Works Facility, was unanimously approved.

h. Resolution No. 2020-02-08, approves the Technical Services Agreement Amendment No 1 by and between the Authority and the Village of Malone. The Executive Director is hereby authorized and directed to execute said Agreement Amendment.

C. Tuttle explained the current contract is for three days each week at their wastewater treatment plant. Due to pending retirements, they would lose their operator with the license level needed to run their facility. This would amend the existing contract, bringing the management services to a full-time water quality supervisor position.

Upon a motion by M. Murray, and seconded by A. MacKinnon, Resolution No. 2020-02-08, Approving Technical Services Agreement Amendment No. 1, Village of Malone, Water Treatment System Facilities, was unanimously approved.

i. Resolution No. 2020-02-09, approves the Technical Services Agreement Amendment No. 1 between the Authority and the Town of Morristown. The Executive Director is hereby authorized and directed to execute said Agreement Amendment.

C. Tuttle stated that when the Village of Morristown dissolved, they had received a grant from the Department of State for \$50,000, which they did not spend. The Department of State is actually transferring those funds over to the Town. The Town has asked the Authority to assist them with implementing some of the activities that the village did not get done, and they are able to use these funds for. The Town had also been awarded \$50,000 which they did spend and implement the tasks they were responsible for.

Upon a motion by A. Mackinnon, and seconded by M. Murray, Resolution No. 2020-02-09, Technical Services Agreement, Town of Morristown, Dissolution Implementation, was unanimously approved.

j. Resolution No. 2020-02-10, approves the Technical Services Agreement by and between the Authority and the Town of Parish. The Executive Director is hereby authorized and directed to execute said Agreement.

C. Tuttle stated that the Town of Parish reached out to the Authority for assistance on a water project after a bond resolution was stalled at the board level due to miscommunication. They have since approved the resolution at a recent board meeting. Once they get through the project's preliminary stages, they can then apply for funding beginning with the consolidated funding applications that are due in July.

Upon a motion by T. Hefferon, and seconded by M. Murray, Resolution No. 2020-02-10, Approving Technical Services Agreement, Town of Parish, Water District Project Assistance, was unanimously approved.

k. Resolution No. 2020-02-11, approves the Technical Services Agreement Amendment No. 1 by and between the Authority and the Village of Theresa. The Executive Director is hereby authorized and directed to execute said Agreement.

C. Tuttle explained the Village of Theresa also received a letter from DEC requiring them to begin disinfecting at their wastewater treatment plant.

Upon a motion by A. Calligaris, and seconded by A. Mackinnon Resolution No. 2020-02-11, Approving Technical Services Agreement Amendment, Village of Theresa, was unanimously approved.

J. Wright commented that in complete disclosure, the Town of Parish is located in Oswego County, but remaining consistent with the Board's strategic plan last year, this is within a two-hour radius which is also how we are able to service Tupper Lake and Malone. The Authority is already doing business in Sandy Creek and Richland as well.

A. Calligaris stated that this is interesting because they have other authorities available to them in that area, and that this is a compliment to us. J. Wright added that their source would be the Onondaga County Water Authority and they only pump water, they do not provide the same services that we do.

9. Regional Development –

a. Resolution No. 2019-12-132, approves a loan in the amount of \$100,000 from the Community Development Loan Fund to Thompson Park Conservancy Inc. based on the terms and conditions outlined in the Term Sheet. The Executive Director or Deputy Executive Director/CFO are authorized to execute all documents necessary to make the loan. This is considered a Type II Action under the State Environmental Quality Review Act (SEQRA) and is considered an exempt activity requiring no further action.

M Capone reported that the Watertown Local Development Corporation did approve a \$40,000 in funding. One question that was asked at our last meeting was where the City stands on providing additional funding for the zoo. The council did meet at the zoo and the mayor has expressed support for additional funding, however the council did not come to a consensus for the additional funding requested. The city already gives the zoo \$30,000 each year. The request from the zoo is to increase this amount to \$100,000 per year for the next five (5) years. M. Capone further stated that she did receive the zoo's internally prepared financial for 2019. Their \$50,000 deficit was less than previous years. The funding from the

Authority would be used to pay off a line of credit with Community Bank, which will help them free up working capital. M. Capone stated the zoo has provided her with marketing and strategic plans and projections. M. Capone further stated that based upon their projections, this loan would be similar to Eastern Resort Management meaning the only way the Authority would be repaid is if the zoo meets their projections. It is encouraging that they have been able to show improvements on their revenues in 2019 over 2018, but the improvement isn't sufficient to repay a loan.

M. Murray asked if most of the revenue is sponsorships. M. Capone confirmed this stating that income in 2018 and 2019 was corporate sponsorships. Government contributions were \$66,000, grants were \$106,000, and then guest services to include admissions, gift shop, and concessions at \$292,000.

A Calligaris asked if they planned to use some of this money to pay off other debt. M. Capone responded they will be paying off a line of credit with Community Bank.

A. Calligaris further asked how it could be considered working capital if it is going to be used to pay off debt. M. Capone stated that it would be stated that they are refinancing debt as it is not going toward any assets, it is just cash going into the business to pay off the working capital line further allowing them to free up cash. A. Calligaris stated that this loan would make more sense if they were going to use it to generate revenue and improve the zoo.

F. Carter asked why we are looking to loan the money to pay off a bank and why can't the bank do something with the zoo until they get on their feet. F. Carter agreed that the \$100,000 should be used towards the development of the zoo.

T. Hefferon commented that he does not believe the zoo will get \$100,000 from the Watertown City Council. J. Wright commented that the Mayor of Watertown called him and indicated that there would be additional funding coming from the city and encouraged the Authority to adopt this. Mary Doheny as a board member has called and encouraged us to adopt this. J. Wright further commented that the Authority does not typically tell an organization that we loan money to what they can do with the money. That is an independent decision to be made by their independent board. We can see the zoo is under new management, and that he is an experienced zoo director based on their deficit having been reduced this year. The trust and the city are being supportive based on this new direction and progress. However, these facts do not make it a less risky loan.

F. Carter stated they would like to see the money used for the zoo and not paying off debt, and suggested changing the resolution to reflect this. T. Hefferon commented that there is probably no sense in doing the loan because they have a need to do that and they can't operate without this money. A. Calligaris stated that the only thing the Authority would be saving them is their monthly payment. M. Capone commented this is correct, because Community Bank is calling their loan.

S. Hunt asked if they would still be making the payments to the Authority. M. Capone replied they are still going to make payments to us. Their current issue is the bank is calling their loan. The zoo could go back to the bank and renegotiate a permanent solution. This could result in a higher interest rate and shorter term. The Authority funding would be more favorable to them. F. Carter stated this should be the answer then, the zoo should go back and renegotiate with the bank. He further commented that he has no issue voting to approve the \$100,000, but does not want to see it used to pay off the debt because we shouldn't be doing that with the Authority's money.

S. Hunt asked why the bank calling the loan. M. Capone responded that it was a line of credit with a term on it. S. Hunt further asked if the bank did not want to extend it. M. Capone replied that they do not want to renew it. A. Calligaris then asked if they want a zoo. A. Calligaris further commented that maybe they will renew it if we give the zoo the money for capital giving the zoo some leverage. M. Capone responded that we could put these stipulations in the resolution, but there is no way to monitor the funds once awarded.

A. MacKinnon commented that this money is going to go to pay the zoo and build other cash flow things that the zoo is going to do anyway, freeing up the cash then to pay the bank. He further stated that to him this is a Watertown issue as not many people from Massena go down to the zoo. If the folks in Jefferson County and Watertown go along with it, then I could go along with it too.

A. Calligaris asked if when this is called a line of credit, it is a term loan. M. Capone responded no. A. Calligaris further stated they could turn it into a term loan and they could pay it off, with most of the money we give them to be used for operations. A. Calligaris stated that from their perspective, the Authority's funding is probably more attractive. F. Carter stated this is a Watertown issue, and asked T. Hefferon what he wants to do. T. Hefferon responded that he is not really interested in it.

S. Hunt asked if the zoo still owes the full amount of \$100,000 to the bank. M. Capone responded the last she spoke with them, they did. S. Hunt further asked what the bank would do when they are told the zoo cannot pay them. M. Capone stated she has not asked this question. S. Hunt asked about the Community Development Loan Fund, and if the Authority had used this for working capital before. M. Murray asked if this were to help free up the cash flow, would the payments be smaller. A. Calligaris stated this would be possible if they were able to turn it into a longer term debt.

A. MacKinnon asked if the city was going to go along with it and give them what they asked for. T. Hefferon stated that he doubted they would get this amount, but further stated he has not spoken with anyone at the city either. A. MacKinnon stated that if they were willing to put the money up, he could go along with something. Mr. Hefferon stated this would be in next year's budget, and further stated that he doubts they are going to get the \$100,000.

M. Capone stated that there is an Authority meeting in March. She stated this could be tabled and more information could be gathered on the line of credit if there is interest in pursuing a working capital loan, but if there is no interest in lending the money then that can be agreed upon today.

A. MacKinnon stated that he would be interested, if the city was willing to participate. However, if the Authority gives the money and the city does not, that shows that they are not interested in having a zoo. A. MacKinnon further stated that there is an interest from the Authority Board, but we're waiting to see if there is going to be a community assistance because as a zoo it's a community effort. This is different than giving them \$100,000 and hoping we get it back. M. Capone asked if the board would like to table this for further information, especially about a collaboration. T. Hefferon stated sure.

J. Wright commented that Watertown is participating in terms of the Watertown Local Development Corporation which approved a \$40,000 loan doing essentially the same thing the Authority would be, and the mayor is a member of that board along with other city appointees. J. Wright also cautioned against trying to dictate terms of how the loan is utilized

as this has not been the perspective of the Authority in the past. He further stated they should be looked at as a loan, and the decision made based on that loan. Within the resolution's write-up it is shown that the Authority provided them \$100,000 to pay off \$100,000 they borrowed to bridge Senator Ritchie's grant loan.

F. Carter commented that the Authority should let the City decide what they want to do, and the Authority will be there to help.

Resolution No. 2019-12-132, Community Development Loan Fund, Thompson Park Conservancy Inc., was tabled per a request for more information.

b. Resolution No. 2020-02-12, approves the loan modification for GOCO Ventures, LLC for an additional eight months of interest only payments beginning with the October 1, 2019 payment and ending with the May 1, 2020 payment with the loan re-amortizing to be repaid over the remaining term, and authorizes the Executive Director to execute all necessary documentation.

Upon a motion by A. Calligaris, and seconded by M. Murray, Resolution No. 2020-02-12, Community Development Loan Fund, GOCO Ventures, LLC, Loan Modification, was unanimously approved.

c. Resolution No. 2020-02-13, approves the loan modification for Trailhead Resort LLC consenting to the Essex County IDA Ground Lease subordinate to the Authority's loan. The Executive Director or Deputy Executive Director/CFO are authorized to execute all necessary documentation.

Upon a motion by M. Murray, and seconded by A. Calligaris, Resolution No. 2020-02-13, Regional Tourism Transformational Community Revolving Loan Fund, Trailhead Resort, LLC, Loan Modification, was unanimously approved.

d. Resolution No. 2020-02-14, authorizes the Director of Regional Development to submit an application to the U.S. Department of Economic Adjustment for funding to implement on-going efforts as set forth in the joint land use study.

M. Capone stated this would be our third request to OEA. We are looking for additional funding to implement the query tool that has been discussed at prior planning meetings, as well as proportional funding for improvements to the Army water line as part of the military installation resilience pool of money. If this request is funded, it will be brought back to the board for authorization on how to execute.

Upon a motion by A. Calligaris, and seconded by A. MacKinnon, Resolution No. 2020-02-14, Application for Funds, Office of Economic Adjustment, Joint Land Use Implementation Funding, was unanimously approved.

10. Water Quality –

a. Resolution No. 2020-02-15, authorizes the Operations and Maintenance Service Agreement between the Authority and the Town of Lisbon. The Executive Director is hereby authorized to execute the required and necessary agreements.

B. Nutting explained the Town of Lisbon would like a six month agreement to see what type of services we provide, and they will reevaluate our contract after that.

Upon a motion by A. Calligaris, and seconded by A. Mackinnon, Resolution No. 2020-02-15, Operations and Maintenance Service Agreement, Town of Lisbon, Water and Sewer Districts, was unanimously approved.

b. Resolution No. 2020-02-16, authorizes the Operations and Maintenance Service Agreement between the Authority and the Town of Morristown. The Executive Director is hereby authorized to execute the required and necessary agreements.

Upon a motion by A. Mackinnon, and seconded by M. Murray, Resolution No. 2020-02-16, Operations and Maintenance Service Agreement, Town of Morristown, Water and Sewer Districts, was unanimously approved.

c. Resolution No. 2020-02-17, authorizes the Operations and Maintenance Service Agreement between the Authority and the Town of Pamela. The Executive Director is hereby authorized to execute the required and necessary agreements.

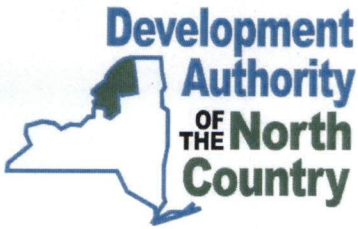
Upon a motion by A. Calligaris, and seconded by M. Murray, Resolution No. 2020-02-17, Operations and Maintenance Service Agreement, Town of Pamela, Sewer District 9, was unanimously approved.

11. Upon a motion by A. Calligaris, and seconded by M. Murray, the meeting was adjourned at 11:00 AM.

Respectfully submitted,

James Wright

Executive Director



Board Resolution No. 2020-03-18
March 26, 2020

**REAFFIRMING THE APPROVALS OF AUTHORITY BOARD
RESOLUTIONS
FEBRUARY 27, 2020 BOARD MEETING**

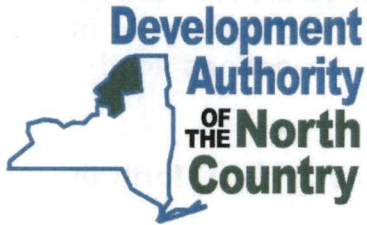
Whereas, the Development Authority of the North Country convened its scheduled regular meeting of the Board on February 27, 2020, and

Whereas, the Board failed to meet a quorum due to the insufficient attendance of non-voting members, and

Whereas, the Board completed a quorum of voting members in attendance, and

Whereas, upon the advice of Authority Counsel the majority members reviewed and voted on the resolutions, and further pursuant the Authority By Laws the Chairman and Executive Director, approved and executed said resolutions,

RESOLVED, that the Board of Development Authority of the North Country does hereby reaffirm and approve resolutions 2020-02-01 to 2020-02-17 considered at the February 27, 2020 Board Meeting



Board Resolution No. 2020-03-19

March 26, 2020

**APPROVING FISCAL YEAR 2020-2021 ADMINISTRATIVE BUDGET,
CAPITAL PROJECTS, ADMINISTRATIVE ALLOCATIONS
AND AUDIT COMMITTEE BUDGET**

Whereas, the Development Authority of the North Country has caused to be prepared and has reviewed the Fiscal Year 2020-2021 Administrative Budget detailed by the attached Appendix A, and

Whereas, upon recommendation by staff, it is determined that certain capital projects are necessary as set forth on the capital projects schedule as Appendix B, and

Whereas, it is necessary for the Development Authority of the North Country to restrict certain funds, as detailed by the attached Appendix C, and to, upon request, receive legislative initiatives to administer, and

Whereas, the Development Authority of the North Country allocates gross administrative charges to operating companies as detailed by the attached Appendix D, and

Whereas, the Audit Committee retains Certified Public Accountants to perform audits of the financial statements and internal controls and requires a budget for such services as follows:

Financial Audit	\$37,500
Miscellaneous Accounting Services	<u>\$ 5,000</u>
	\$42,500

RESOLVED, by the Development Authority of the North Country that:

- 1. The Fiscal Year 2020-2021 Administrative Budget and line items contained therein, as proposed and set forth in Appendix A, is hereby approved and adopted.**
- 2. The Administrative capital projects for the Fiscal Year 2020-2021, as set forth in Appendix B, are hereby approved and the Executive Director is hereby authorized and directed to undertake and pay for such projects, including contracting, therefore, on such terms and conditions as he shall determine. Further, capital funds that were previously approved but not fully expended are carried forward for use in Fiscal Year 2020-2021.**

3. **The Schedule of Restricted / Board Designated Reserves, as proposed and set forth in Appendix C, is hereby approved and adopted. Further, to enhance the Authority's ability to manage such reserves, the Authority to create and manage reserves is hereby delegated to the Executive Director who shall report such actions to the Finance Committee on a timely basis.**
4. **The Fiscal Year 2020-2021 Administrative Allocations as proposed and set forth in Appendix D are hereby approved and adopted.**
5. **The Audit Committee Budget, as proposed and set forth, is hereby approved and adopted.**
6. **The Executive Director is authorized to receive legislative initiatives on behalf of the Authority and to execute grant agreements and related documents with grant recipients as appropriate.**

**Administration
BUDGET FYE 2021
APPENDIX A**

	FYE 3/31/2019 Actual	FYE 3/31/2020 Amended Budget	Actual 12/31/2019	FYE 3/31/2021 Budget
Grant Revenue				
4183	\$5,175.00	\$10,000.00	\$6,165.00	\$10,000.00
	5,175.00	10,000.00	6,165.00	10,000.00
Other Income				
4164	169,865.86	172,900.00	142,191.08	212,700.00
	169,865.86	172,900.00	142,191.08	212,700.00
4201	49,163.68	28,000.00	34,266.40	28,000.00
Interest Income				
4102	310,346.81	313,200.00	215,000.47	314,600.00
420...	94,113.50	0.00	85,892.85	0.00
	404,460.31	313,200.00	300,893.32	314,600.00
	628,664.85	524,100.00	483,515.80	565,300.00
Salaries				
500...	850,999.68	1,116,610.00	818,319.60	1,234,732.00
500...	0.00	0.00	813.03	0.00
5002	541.76	0.00	760.35	1,000.00
	851,541.44	1,116,610.00	819,892.98	1,235,732.00
Fringe Benefits				
503...	58,503.82	85,421.00	53,323.72	94,457.00
503...	114,602.92	156,928.00	112,051.51	171,365.00
503...	71,594.40	115,730.00	81,673.83	135,879.00
504...	53,275.34	56,380.00	39,374.78	80,330.00
503...	1,789.73	2,094.00	2,944.29	2,194.00
503...	708.82	965.00	723.78	1,045.00
5036	0.00	10,000.00	0.00	10,000.00
504...	75,466.33	76,231.00	53,624.25	81,751.00
5051	9,603.12	10,000.00	4,596.70	11,020.00
5054	22.00	875.00	324.25	875.00
	385,566.48	514,624.00	348,637.11	588,916.00
Operations & Maintenance				
5134	2,587.30	3,692.00	1,210.28	3,355.00
5403	6,892.65	7,500.00	3,250.49	7,500.00
6106	0.00	5,000.00	0.00	5,000.00
	9,479.95	16,192.00	4,460.77	15,855.00
Office & Administrative				
5053	9,371.47	5,670.00	4,695.52	6,070.00
5102	68,348.80	74,249.00	54,666.97	103,700.00
5104	5,253.65	10,000.00	5,017.72	10,000.00
5110	5,424.97	6,000.00	4,640.35	6,000.00
5112	3,022.73	3,700.00	2,651.04	3,600.00
5114	2,320.00	4,000.00	3,133.88	5,800.00
5118	8,089.39	10,000.00	5,834.71	9,480.00
5120	4,393.20	5,000.00	3,157.28	5,000.00
5122	1,708.67	4,000.00	3,013.41	1,500.00
5123	2,939.25	3,000.00	2,172.01	5,000.00
5130	0.00	2,500.00	0.00	2,500.00
5170	420.00	2,670.00	762.00	1,600.00
5173	836.17	1,200.00	398.95	600.00
5202	3,396.84	6,000.00	4,378.83	7,500.00
5204	384.37	2,150.00	1,687.23	2,700.00
5206	1,286.00	3,700.00	3,135.60	4,700.00
5270	1,689.34	2,850.00	1,300.85	3,550.00

Administration
BUDGET FYE 2021
APPENDIX A

	<u>Account Description</u>	FYE	FYE	Actual	FYE
		3/31/2019	3/31/2020	12/31/2019	3/31/2021
		<u>Actual</u>	<u>Amended Budget</u>		<u>Budget</u>
5370	Training & Development	10,704.81	13,000.00	9,006.65	12,400.00
5402	Employee Uniforms	168.00	1,350.00	38.50	1,425.00
5404	Safety Training	0.00	0.00	0.00	10,000.00
5508	Cleaning Services	3,640.00	5,000.00	2,520.00	5,000.00
6102	Board Member Travel & Expenses	827.44	1,750.00	526.64	1,750.00
6104	Sponsorships	3,080.00	9,000.00	4,982.00	9,500.00
	Total Office & Admin	137,305.10	176,789.00	117,720.14	219,375.00
	Professional Fees				
5924	Legal	33,862.06	30,000.00	19,357.20	30,000.00
5926	Investment Banking Fees	7,636.85	8,900.00	5,506.00	9,800.00
592...	Accounting Fees	34,000.00	41,700.00	30,900.00	42,500.00
5970	Consulting	0.00	10,000.00	8,825.00	10,000.00
	Total Professional Fees	75,498.91	90,600.00	64,588.20	92,300.00
	Automobile				
5601	Auto/Light Truck Rep. & Maint.	485.07	1,000.00	591.29	1,000.00
5602	Auto/Light Truck Fuel	215.66	1,500.00	119.98	1,750.00
	Total Automobile	700.73	2,500.00	711.27	2,750.00
	Computer				
5124	Computer Equipment	37,427.13	25,640.00	23,536.21	44,800.00
5126	Computer Maintenance	1,713.75	13,000.00	7,698.00	8,500.00
5128	Programming & Software	92,098.49	126,506.00	83,672.36	153,074.00
5129	ECMS Expense	18,112.55	18,656.00	18,655.92	28,225.00
6108	Web Page Design & Maintenance	2,359.88	2,690.00	0.00	2,752.00
	Total Computer	151,711.80	186,492.00	133,562.49	237,351.00
6114	Insurance	17,462.94	17,800.00	13,349.97	18,700.00
619...	Admin Allocation	(1,675,740.19)	(1,995,799.00)	(1,472,045.93)	(2,168,149.00)
7032	Depreciation	224,925.68	255,800.00	183,430.64	277,600.00
6901	Contingency	0.00	19,970.00	0.00	25,000.00
	Total Expenses	178,452.84	401,578.00	214,307.64	545,430.00
	Change in Net Position	450,212.01	122,522.00	269,208.16	19,870.00

**Administration
BUDGET FYE 2021
APPENDIX A**

<u>Account Description</u>	<u>FYE 3/31/2019 Actual</u>	<u>FYE 3/31/2020 Amended Budget</u>	<u>Actual 12/31/2019</u>	<u>FYE 3/31/2021 Budget</u>
STATEMENT OF CASH FLOW FROM OPERATIONS				
(This presentation of Cash Flow does not take into account changes in accruals)				
CHANGE IN NET ASSETS				19,870.00
PLUS DEPRECIATION & AMORTIZATION				277,600.00
LESS PRINCIPAL PAYMENTS				(50,000.00)
RESERVE/CAPITAL REQUIREMENTS				
ADMIN CAPITAL PROJECTS				(195,500.00)
TOTAL RESERVE/CAPITAL REQUIRED				<u>(195,500.00)</u>
CASH FLOW				<u><u>51,970.00</u></u>

**APPENDIX B
ADMINISTRATIVE CAPITAL PROJECTS**

Project Number	Project Description	Fund	Budget FYE 2021	Budget FYE 2022	Budget FYE 2023	Budget FYE 2024	Budget FYE 2025
	Fleet Vehicles	O	\$ 123,500	\$ 191,000	\$ 213,200	\$ 220,600	\$ 91,300
	Server Replacement	O	\$ 12,000	\$ 9,600	\$ 3,000	\$ 40,000	\$ 16,000
	Network Access Control (NAC)	O	\$ 60,000	\$ -	\$ -	\$ -	\$ -
	Voice Upgrade	O	\$ -	\$ 50,000	\$ -	\$ -	\$ -
TOTAL ADMINISTRATIVE			\$ 195,500	\$ 250,600	\$ 216,200	\$ 260,600	\$ 107,300

Fund Description

- O Operating Investments
- AR Administrative Reserve

APPENDIX C
Development Authority of the North Country
Restricted/ Board Designated Reserves
Fiscal Year Ending March 31, 2020

The Development Authority of the North Country recognizes the following restricted reserves as detailed below,

Restricted Fund Balance:	Balance 3/31/2019	Estimated Balance 3/31/2020
Community Rental Housing Program	\$ 14,152,950	\$ 14,238,703
Community Development Loan Fund	\$ 6,872,251	\$ 7,975,578
Housing Loan Revolving Fund	\$ 22,547,676	\$ 22,852,616
Army Water & Sewer	\$ 1,800,000	\$ 1,800,000
Regional Waterline	\$ 477,482	\$ 477,482
SWMF Replacement Reserve	\$ 6,568,802	\$ 5,592,764
Wetlands Mitigation Reserve	\$ 2,128,429	\$ 1,290,016
Telecom Repair & Replacement Reserve	\$ 7,216,669	\$ 6,701,387
	\$ 61,764,259	\$ 60,928,546

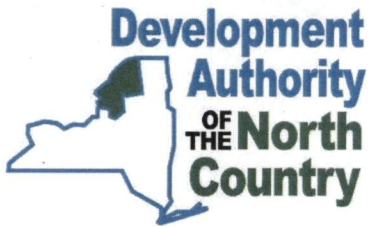
Further, it is necessary for the Development Authority of the North Country to designate a portion of its fund balance for the purposes detailed below,

Board Designated Reserves:	Balance 3/31/2019	Estimated Balance 3/31/2020
Supplemental Insurance Reserve	\$ 7,000,000	\$ 7,000,000
Infrastructure Development	\$ 223,107	\$ 223,107
Solid Waste Capital Reserve	\$ 17,263,675	\$ 12,624,458
Tip Fee Stabilization Reserve	\$ 4,218,723	\$ 4,354,135
Landfill Gas Reserve	\$ 1,122,089	\$ 1,589,718
Economic Development Loan Fund	\$ 5,641,846	\$ 5,640,399
Affordable Housing Program	\$ 3,000,000	\$ 3,000,000
Administrative Reserves	\$ 4,000,000	\$ 4,000,000
	\$ 42,469,440	\$ 38,431,817

APPENDIX D
Administrative Allocations
Budget - FYE March 31, 2021

	Budgeted 2020		Budgeted 2021		Increase or Decrease
Administrative Costs:					
Salaries & Fringes	\$ 1,570,031	\$	1,739,434	\$	169,403
Administrative Overhead	\$ 534,969	\$	685,226	\$	150,257
Total Administrative Costs	\$ 2,105,000	\$	2,424,660	\$	319,660

	Budgeted 2020		Budgeted 2021		Increase or Decrease
Administrative Allocation:					
Army Sewer	\$ 286,033	\$	289,618	\$	3,585
Army Water	\$ 119,183	\$	152,867	\$	33,684
Regional Water	\$ 16,492	\$	17,717	\$	1,225
Water Quality Contracts	\$ 35,970	\$	36,558	\$	588
Engineering	\$ 51,513	\$	55,464	\$	3,951
Solid Waste	\$ 769,515	\$	840,523	\$	71,008
Telecommunications	\$ 570,964	\$	616,227	\$	45,263
Regional Development Contracts	\$ 46,522	\$	50,697	\$	4,175
Affordable Housing Program	\$ 56,781	\$	61,484	\$	4,703
Community Development Loan Fund	\$ 5,000	\$	-	\$	(5,000)
Authority Economic Development Fund	\$ 46,340	\$	56,009	\$	9,669
Community Rental Housing Program	\$ 7,539	\$	8,997	\$	1,458
Internal Subsidy	\$ 93,148	\$	238,500	\$	145,352
Total	\$ 2,105,000	\$	2,424,660	\$	319,660



Board Resolution No. 2020-03-20

March 26, 2020

APPROVING FISCAL YEAR 2020-2021 ENGINEERING DIVISION OPERATING BUDGET, CAPITAL PROJECTS AND RESERVE DESIGNATION

Whereas, the Development Authority of the North Country has caused to be prepared and has reviewed the proposed Fiscal Year 2020-2021 Engineering Budget, attached to this Resolution as Appendix A, and

Whereas, upon recommendation by staff, it is determined that certain capital projects are necessary as set forth on the capital projects schedule as Appendix B, and

Whereas, upon recommendation by staff, it is determined beneficial to establish an Engineering Reserve Fund to support recurring capital investments to maintain technology in support of Authority operations. It is advantageous to the Development of the North Country to establish a separate bank account at Community Bank for such account. Further, it is desirable to provide for electronic or telephonic transfers of Development Authority of the North Country Funds by appropriate Authority representatives, and

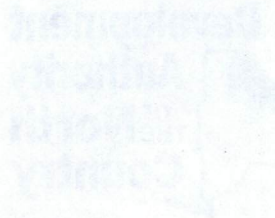
RESOLVED, by the Development Authority of the North Country that:

- 1. The Fiscal Year 2020-2021 Engineering Budget and line items contained therein, as proposed and set forth in Appendices A, are hereby approved and adopted.**
- 2. The Engineering capital projects for the Fiscal Year 2020-2021, as set forth in Appendix B, are hereby approved and the Executive Director is hereby authorized and directed to undertake and pay for such projects, including contracting, therefore, on such terms and conditions as he shall determine. Further, capital funds that were previously approved but not fully expended are carried forward for use in Fiscal Year 2020-2021.**
- 3. The Authority shall create a Board Designated Engineering Reserve to support future capital investment to be funded from the operational surplus of the Engineering Division. The Chairman, Treasurer, Executive Director, Deputy executive Director and Deputy Comptroller of the Development Authority of the North Country be named as authorized signatories on the Engineering Reserve Account and that all documents required as evidence of this authority be executed by appropriate Authority Officers and/or personnel. Further, the Accountant I and Accounting Associate be designated authorized representatives for the purpose of executing transfers of Authority funds, electronically or telephonically, when authorized by designated Authority Officers**

and/or personnel, and that all documents required as evidence of such authority be executed by Authority Officers and/or personnel.

Board Resolution No. 20-03-20

March 24, 2020



APPROVING FISCAL YEAR 2020-2021 ENGINEERING DIVISION OPERATING BUDGET CAPITAL PROJECTS AND RESERVE DESIGNATION

Whereas, the Development Authority of the North County has prepared, reviewed and approved its proposed Fiscal Year 2020-2021 Engineering Division Operating Budget and Reserve Designation as set forth in Appendix A and

Whereas, upon recommendation by staff, it is determined that certain projects are necessary as set forth on the capital projects schedule as Appendix B and

Whereas, upon recommendation by staff, it is determined that the Engineering Reserve Fund to support certain capital investments to improve the quality of life in North County is a prudent use of the County's funds and that the Development Authority of North County should establish a separate bank account, Community Bank for such account, to provide for electronic or telephone transfers of funds by appropriate Authority representatives, and

RESOLVED, by the Development Authority of the North County that the Fiscal Year 2020-2021 Engineering Budget and the funds contained therein proposed and set forth in Appendix A, are hereby approved and adopted.

2. The Engineering capital projects for the Fiscal Year 2020-2021, as set forth in Appendix B, are hereby approved and the Executive Director is hereby authorized and directed to execute and pay for such projects, including conveying, transferring, leasing, and conditions as he shall determine. Further, capital funds that were previously approved but not fully expended are carried forward for use in Fiscal Year 2020-2021.

3. The Authority shall create a Board Designated Engineering Reserve to support future capital investments to be funded from the operational surplus of the Engineering Division. The Chairman, Executive Director, Deputy Executive Director and Deputy Controller of the Development Authority of the North County be named as authorized signatories on the Engineering Reserve Account and that all documents required as evidence of the authority be executed by appropriate Authority Officers and/or personnel. Further, the Accountant and Accounting Associate be named as authorized representatives for the purpose of executing transfers of Authority funds electronically or telephonically, when authorized by designated Authority Officers.

**Engineering
BUDGET FYE 2021
APPENDIX A**

Account Description	FYE 3/31/2019 Actual	FYE 3/31/2020 Amended Budget	Actual 12/31/2019	FYE 3/31/2021 Budget
Customer Billings				
4001 Customer Billings	\$1,231,125.65	\$1,241,850.00	\$1,129,798.53	\$1,236,025.00
Total Customer Billings	1,231,125.65	1,241,850.00	1,129,798.53	1,236,025.00
Grant Revenue				
4181 Federal Grant Income	17,505.00	0.00	8,995.00	0.00
4184 Other Grants	438.24	0.00	0.00	0.00
Total Grant Revenue	17,943.24	0.00	8,995.00	0.00
Total Income	1,249,068.89	1,241,850.00	1,138,793.53	1,236,025.00
Salaries				
500... Engineering Wages	725,185.18	653,301.00	580,691.83	700,886.00
500... Technology Wages	15,536.67	0.00	360.72	0.00
500... Regional Development Wages	2,582.29	0.00	0.00	0.00
500... WQ Wages	442.63	0.00	2,131.08	0.00
5002 Overtime Wages	871.63	270.00	1,380.82	375.00
Total Salaries	744,618.40	653,571.00	584,564.45	701,261.00
Fringe Benefits				
503... FICA Expense	54,181.73	49,998.00	40,581.86	53,647.00
503... Pension Expense	88,495.03	75,685.00	66,258.69	82,542.00
503... Health Insurance	98,509.07	94,411.00	76,566.30	93,189.00
503... Workers Comp	13,570.86	31,229.00	26,077.28	29,179.00
503... Disability Insurance	633.33	404.00	303.03	445.00
504... Post Retire Overhead	57,880.29	47,619.00	44,213.04	51,226.00
5054 Employee Physicals & Screening	841.75	500.00	297.75	500.00
Total Fringe Benefits	314,112.06	299,846.00	254,297.95	310,728.00
Operations & Maintenance				
5403 Safety Equipment & Supplies	1,108.44	1,100.00	1,011.24	1,000.00
5904 SCADA	22,717.22	28,381.07	7,989.78	22,200.00
8090 Purchases for Resale	79,806.59	95,000.00	79,996.75	36,000.00
Total O & M	103,632.25	124,481.07	88,997.77	59,200.00
Office & Administrative				
5053 Misc Employee Costs	730.82	1,000.00	219.25	1,000.00
5102 Office Rent	12,716.04	10,761.00	8,070.75	10,761.00
5104 Office Supplies	863.74	2,800.00	1,249.25	2,800.00
5112 Telephone	3,022.59	3,678.93	2,650.91	3,600.00
5114 Cellular Services	6,947.94	6,800.00	4,300.03	6,700.00
5120 Dues & Subscriptions	913.00	1,000.00	618.00	1,000.00
5122 Public Info & Advertising	4,345.02	500.00	0.00	500.00
5130 Office Equipment	3,075.95	6,000.00	2,796.39	5,000.00
5202 Employee Mileage Reimbursement	19,026.40	14,500.00	12,569.76	14,500.00
5204 Empl. Meals & Incidental	1,958.81	2,500.00	453.30	2,500.00
5206 Empl. Lodging	6,612.00	7,000.00	1,715.00	7,000.00
5312 Continuing Education	0.00	0.00	0.00	5,000.00
5370 Training & Development	8,021.07	8,000.00	2,970.00	8,000.00
5402 Employee Uniforms	633.90	1,175.00	416.00	1,300.00
Total Office & Admin	68,867.28	65,714.93	38,028.64	69,661.00
Professional Fees				
5924 Legal	0.00	50,500.00	29,426.88	500.00
Total Professional Fees	0.00	50,500.00	29,426.88	500.00
Automobile				
5601 Auto/Light Truck Rep. & Maint.	2,427.47	2,777.00	359.82	2,777.00
5602 Auto/Light Truck Fuel	4,265.06	6,000.00	2,401.61	6,000.00

**Engineering
BUDGET FYE 2021
APPENDIX A**

	Account Description	FYE	FYE	Actual	FYE
		3/31/2019	3/31/2020	12/31/2019	3/31/2021
		Actual	Amended Budget		Budget
5603	Auto/Light Truck Rental/Lease	12,164.04	8,600.00	7,125.03	8,400.00
5605	Vehicle Ins	2,197.27	2,700.00	2,025.00	3,200.00
	Total Automobile	21,053.84	20,077.00	11,911.46	20,377.00
	Computer				
5124	Computer Equipment	3,059.58	3,100.00	2,947.98	6,500.00
5128	Programming & Software	9,667.78	1,103.00	0.00	800.00
5906	GIS	42,045.51	42,450.00	29,535.04	29,006.00
	Total Computer	54,772.87	46,653.00	32,483.02	36,306.00
6114	Insurance	24,077.03	26,300.00	19,725.03	26,600.00
619...	Admin Allocation	42,870.00	51,513.00	37,978.84	55,463.00
619...	Engineering Allocation	(96,570.33)	(99,330.00)	(45,180.88)	(82,956.00)
6208	NYS Administrative Assessment	7,378.00	6,637.00	0.00	6,957.00
890...	Water Quality Allocation	255.14	0.00	0.00	0.00
7032	Depreciation	27,217.26	35,600.00	26,148.81	27,800.00
	Total Expenses	1,312,283.80	1,281,563.00	1,078,381.97	1,231,897.00
	Change in Net Position	(63,214.91)	(39,713.00)	60,411.56	4,128.00

**Engineering
BUDGET FYE 2021
APPENDIX A**

<u>Account Description</u>	<u>FYE 3/31/2019 Actual</u>	<u>FYE 3/31/2020 Amended Budget</u>	<u>Actual 12/31/2019</u>	<u>FYE 3/31/2021 Budget</u>
STATEMENT OF CASH FLOW FROM OPERATIONS				
(This presentation of Cash Flow does not take into account changes in accruals)				
CHANGE IN NET ASSETS				4,128.00
PLUS DEPRECIATION & AMORTIZATION				27,800.00
CASH FLOW				<u>31,928.00</u>

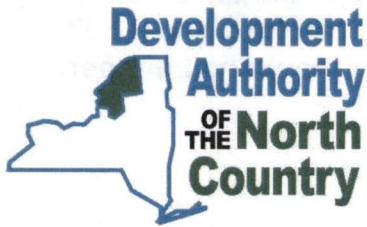
**APPENDIX B
ENGINEERING**

ENGINEERING

Project Number	Project Description	Fund	Budget FYE 2021	Budget FYE 2022	Budget FYE 2023	Budget FYE 2024	Budget FYE 2025
	GIS Equipment	O	\$ -	\$ 30,000	\$ -	\$ -	\$ -
	GIS Internet Mapping Application Upgrade	TBD	\$ -	\$ -	\$ -	\$ 50,000	\$ -
TOTAL ENGINEERING			\$ -	\$ 30,000	\$ -	\$ 50,000	\$ -

Fund Description(s)

- REV Revenue
- O Operating Investments
- CR Capital Reserve
- TBD To Be Determined



Board Resolution No. 2020-03-21

March 26, 2020

APPROVING FISCAL YEAR 2020-2021 MATERIALS MANAGEMENT DIVISION OPERATING BUDGET, CAPITAL PROJECTS, RESERVE REQUIREMENTS, AND TIPPING FEES

Whereas, the Development Authority of the North Country has caused to be prepared and has reviewed the proposed Fiscal Year 2020-2021 Materials Management Budget based on anticipated waste volumes, said proposed Budget being attached to this resolution as Appendix A, and

Whereas, upon recommendation by staff and consulting engineers, it is determined that certain capital projects are necessary, as set forth on the capital projects' schedule attached as Appendix B, and

Whereas, it is necessary to establish reserve requirements, tipping fees and related understandings for Fiscal Year 2020-2021 in support of said Budget.

RESOLVED, by the Development Authority of the North Country that:

- 1. The Fiscal Year 2020-2021 Materials Management Budget and line items contained therein, as proposed and set forth in Appendix A, are hereby approved and adopted.**
- 2. The Materials Management capital projects for the Fiscal Year 2020-2021, as set forth in Appendix B, are hereby approved, with the stated cost thereof to be charged against indicated reserves, and the Executive Director is hereby authorized and directed to undertake and pay for such projects, including contracting therefore on such terms and conditions as he shall determine. Further, capital funds that were previously approved but not fully expended are carried forward for use in Fiscal Year 2020-2021.**
- 3. Based upon receipt at the Facility of anticipated waste volumes, the tipping fee for the Fiscal Year 2020-2021 shall be \$46.00 per ton for municipal solid waste, construction and demolition waste, and ash; \$36.00 per ton for non-beneficial use sludge, industrial waste and sewage sludge; \$18.00 per ton for non-hazardous petroleum contaminated soil; \$17.50 per ton for beneficial use sludge; \$200 per ton for friable asbestos (one ton minimum); \$80.00 per ton for friable asbestos-contaminated construction debris. The Authority shall offer a \$2.00 per ton discount on municipal solid waste (MSW) and construction and demolition waste (C&D) to haulers entering a contract with the Authority.**

4. The Community Improvement Program shall be extended for Fiscal Year 2020-2021 at \$31.50 per ton for up to 15,000 tons of demolition waste. The Residential Cleanup Program shall be extended for Fiscal Year 2020-2021 at \$36.00 per ton for up to 2,500 tons. Reserve requirements for such year (included in the tipping fees) shall be, per ton:

Replacement	\$3.00
Closure	\$2.00
Capital	\$1.25

Pursuant to the Host Community Agreement with the Town of Rodman, estimated host community benefit fees and gas to energy revenue sharing, totaling \$780,261.00 will be paid for the Fiscal Year 2020-2021.

5. To enhance the Authority's ability to respond promptly to changing conditions in the competitive solid waste disposal market, the authority to establish tipping fees, special condition fees, manage reserves, establish host community agreements and negotiate multi-year hauler contracts is hereby delegated to the Executive Director who shall report such actions to the Facilities Committee in a timely manner.

Materials Management
BUDGET FYE 2021
APPENDIX A

Account Description	FYE 3/31/2019 Actual	FYE 3/31/2020 Amended Budget	Actual 12/31/2019	FYE 3/31/2021 Budget
Customer Billings				
4001 Customer Billings	\$6,245,615.08	\$7,331,188.00	\$5,654,817.41	\$7,613,000.00
4006 Replacement Reserve Tip Income	1,107,093.28	537,188.00	401,630.32	678,960.00
4008 Closure Reserve Tip Income	553,546.64	477,500.00	357,004.72	452,640.00
4010 Tip Fee Stabilization Tip Income	553,546.64	0.00	0.00	0.00
4012 Capital Reserve Tip Income	830,319.96	477,500.00	357,004.72	282,900.00
4013 Landfill Gas Tip Income	553,546.64	477,500.00	357,004.72	0.00
Total Customer Billings	9,843,668.24	9,300,876.00	7,127,461.89	9,027,500.00
Waste Diversion Revenue				
4050 RTS Revenue	0.00	0.00	0.00	715,500.00
4060 Recycling Revenue - Tires	0.00	0.00	0.00	140,000.00
4061 Recycling Revenue - Mattresses	0.00	0.00	0.00	113,897.00
Total Waste Diversion Revenue	0.00	0.00	0.00	969,397.00
Grant Revenue				
4183 NY State Grants	73,019.14	120,000.00	0.00	333,312.00
Total Grant Revenue	73,019.14	120,000.00	0.00	333,312.00
Other Income				
4164 Miscellaneous	19,516.65	15,000.00	31,262.92	25,000.00
4166 LFGTE Revenue	581,414.66	582,330.00	518,727.35	438,009.00
Total Other Income	600,931.31	597,330.00	549,990.27	463,009.00
4201 Gain on Sale of Assets	41,710.00	15,000.00	47,025.00	45,000.00
Interest Income				
410... Trustee Interest	285,843.85	147,140.00	286,301.69	134,138.00
4108 Reserve Interest	112,475.54	116,222.00	90,877.58	111,110.00
4116 Replace Reserve Interest Income	115,189.10	124,514.00	92,501.21	102,931.00
4118 Closure Reserve Interest Income	171,980.27	188,360.00	141,191.43	200,275.00
4119 Post Close Interest Income	156,633.68	142,096.00	124,072.57	151,084.00
4120 Wetlands Mitigation Interest Income	37,890.62	41,092.00	30,852.14	22,096.00
420... Mark to Market Adjustment	379,903.56	0.00	298,973.11	0.00
Total Interest Income	1,259,916.62	759,424.00	1,064,769.73	721,634.00
Total Income	11,819,245.31	10,792,630.00	8,789,246.89	11,559,852.00
Salaries				
500... Engineering Wages	111,614.53	101,488.00	32,961.59	114,958.00
500... Technology Wages	31,077.15	0.00	721.45	0.00
500... MMF Wages	1,257,362.12	1,495,022.00	988,184.15	1,517,731.00
5002 Overtime Wages	33,399.06	35,438.00	13,959.54	36,769.00
5005 On-Call Stipend	7,800.00	7,800.00	5,550.00	7,800.00
Total Salaries	1,441,252.86	1,639,748.00	1,041,376.73	1,677,258.00
Fringe Benefits				
503... FICA Expense	101,889.19	125,397.00	72,669.64	128,270.00
503... Pension Expense	177,994.17	230,211.00	137,797.52	239,399.00
503... Health Insurance	209,286.54	248,331.00	153,893.84	294,049.00
503... Workers Comp	83,291.57	113,726.00	76,634.12	103,620.00
503... Disability Insurance	1,062.38	1,168.00	875.97	1,079.00
504... Post Retire Overhead	140,385.23	156,547.00	102,828.46	157,596.00
5054 Employee Physicals & Screening	7,100.20	9,500.00	7,239.65	8,000.00
Total Fringe Benefits	721,009.28	884,880.00	551,939.20	932,013.00
Operations & Maintenance				
5062 Third Party Temporary - O&M	17,526.60	36,000.00	33,916.08	50,976.00
5403 Safety Equipment & Supplies	11,874.05	14,000.00	7,549.48	14,000.00
5702 Large Parts	84,147.36	95,000.00	64,477.89	100,000.00
5703 Small Equipment	21,332.71	30,000.00	10,514.48	30,000.00

**Materials Management
BUDGET FYE 2021
APPENDIX A**

Account Description	FYE	FYE	Actual	FYE
	3/31/2019	3/31/2020	12/31/2019	3/31/2021
	Actual	Amended Budget		Budget
5704 O&M Supplies	11,823.67	20,000.00	10,173.04	20,000.00
5708 Fuels	234,408.47	248,000.00	160,642.82	335,000.00
5710 Lubricants	11,209.22	20,000.00	5,717.16	20,000.00
5712 Purchased Maintenance & Repair	53,903.29	90,000.00	76,601.55	65,000.00
5716 Equipment Rental	8,778.00	10,000.00	6,329.10	15,000.00
5718 Tires	19,128.26	46,000.00	30,356.96	30,000.00
5770 Other Tool, Equip & O&M	2,467.18	2,500.00	2,499.61	2,500.00
5815 Chemicals	6,490.04	20,000.00	7,788.44	10,000.00
5818 Leachate System Expense	0.00	0.00	0.00	15,000.00
5820 LFG Maintenance	73,306.64	75,000.00	55,527.06	75,000.00
5932 Monitoring & Testing	94,290.06	115,600.00	78,458.39	115,600.00
6008 Contract Hauling	26,528.75	27,500.00	6,032.50	20,000.00
Total O & M	677,214.30	849,600.00	556,584.56	918,076.00
Recycling Transfer Station				
500... Material Reprocessing Wages	0.00	86,757.00	48,297.60	134,551.00
503... FICA Expense	0.00	6,637.00	3,147.34	10,293.00
503... Pension Expense	0.00	8,068.00	3,587.05	12,917.00
503... Health Insurance	0.00	23,120.00	9,537.78	25,155.00
503... Workers Comp	0.00	9,552.00	4,999.12	12,311.00
503... Disability Insurance	0.00	49.00	0.00	74.00
504... Post Retire Overhead	0.00	11,040.00	6,479.00	16,560.00
6300 RTS - Safety Equipment & Supplies	0.00	2,350.00	1,512.09	2,500.00
6305 RTS - Large Parts	0.00	15,000.00	164.30	7,500.00
6310 RTS - Small Equipment	0.00	6,755.00	0.00	4,005.00
6315 RTS - O&M Supplies	0.00	14,000.00	9,602.23	14,000.00
6320 RTS - Fuels	0.00	3,500.00	1,134.37	10,000.00
6325 RTS - Purchased Maintenance & Repair	0.00	7,500.00	1,065.82	7,500.00
6329 RTS - Disposal Costs	0.00	0.00	0.00	715,500.00
6330 RTS - Contract Hauling	0.00	144,000.00	0.00	230,000.00
6335 RTS - Office Supplies	0.00	250.00	128.62	1,000.00
6340 RTS - Cellular Services	0.00	1,020.00	0.00	1,020.00
6345 RTS - Other Communications	0.00	2,400.00	0.00	2,400.00
6350 RTS - Office Equipment Maintenance	0.00	500.00	0.00	500.00
6355 RTS - Employee Mileage Reimbursement	0.00	150.00	0.00	150.00
6360 RTS - Employee Uniforms	0.00	400.00	115.04	300.00
6365 RTS - Gas & Electric	0.00	5,000.00	1,659.70	5,000.00
6370 RTS - Propane	0.00	5,000.00	2,173.17	4,000.00
6375 RTS - Building Supplies	0.00	2,000.00	678.62	1,000.00
6380 RTS - Site Supplies	0.00	2,000.00	703.70	1,000.00
6385 RTS - Building Maintenance & Repair	0.00	2,500.00	1,097.47	3,000.00
6390 RTS - Site Maintenance & Repair	0.00	4,000.00	1,764.84	4,000.00
6395 RTS - Auto/Light Truck Rep. & Maint.	0.00	1,000.00	450.00	2,000.00
6400 RTS - Auto/Light Truck Fuel	0.00	1,500.00	0.00	1,500.00
6410 RTS - Programming & Software	0.00	5,000.00	0.00	5,000.00
Total Recycling Transfer Station	0.00	371,048.00	98,297.86	1,234,736.00
Waste Diversion				
5125 Promotional Materials - RRR	25,396.88	75,000.00	38,463.18	75,000.00
6009 Household Hazardous Waste	68,422.72	70,000.00	66,377.50	75,000.00
6011 Recycling Incentive	49,019.45	67,755.00	45,992.75	116,000.00
6012 Recycling Incentive-County Capital	0.00	600,000.00	290,658.93	555,000.00
6013 CRT Recycling	95,782.40	115,000.00	74,434.81	90,000.00
6015 Ag Plastics Recycling	0.00	5,000.00	0.00	0.00
6017 Book Debinding	6,086.31	7,500.00	4,958.43	5,000.00
6018 Mattress Recycling - All Counties	42,494.00	180,000.00	121,508.00	370,000.00
6019 Fort Drum - Public Partnership	17,308.80	0.00	0.00	0.00
6020 Waste Audit	0.00	35,000.00	34,000.00	0.00
6021 Regional Tire Recycling	0.00	70,000.00	30,182.88	140,000.00
Total Waste Diversion	304,510.56	1,225,255.00	706,576.48	1,426,000.00

**Materials Management
BUDGET FYE 2021
APPENDIX A**

Account Description	FYE	FYE	Actual	FYE
	3/31/2019	3/31/2020	12/31/2019	3/31/2021
	Actual	Amended Budget		Budget
6002 Sewage Treatment	339,155.36	398,443.00	265,023.18	354,200.00
601... Closure & Post Closure Care	1,037,920.58	807,956.00	759,494.43	803,999.00
6006 Host Community Benefits	928,647.88	813,373.00	603,337.98	780,261.00
6007 LFGTE Revenue Sharing	0.00	10,000.00	0.00	0.00
Office & Administrative				
5053 Misc Employee Costs	582.23	1,000.00	444.40	1,000.00
5104 Office Supplies	2,850.59	5,000.00	1,047.43	5,000.00
5112 Telephone	6,837.33	7,640.00	5,486.59	8,000.00
5114 Cellular Services	7,624.72	9,100.00	5,110.81	10,000.00
5120 Dues & Subscriptions	1,539.00	3,000.00	701.99	3,000.00
5122 Public Info & Advertising	3,226.52	2,500.00	1,333.72	2,500.00
5123 Promotional Materials	6,819.68	8,000.00	5,187.79	8,000.00
5130 Office Equipment	0.00	1,000.00	210.67	1,000.00
5132 Office Equip Maintenance	0.00	1,200.00	0.00	1,200.00
5202 Employee Mileage Reimbursement	1,433.30	5,000.00	821.51	5,000.00
5204 Empl. Meals & Incidental	93.83	1,800.00	35.47	1,800.00
5206 Empl. Lodging	2,633.20	4,800.00	1,381.00	4,800.00
5270 Travel & Meeting Expense	9.00	750.00	0.00	750.00
5312 Continuing Education	0.00	1,460.00	0.00	3,000.00
5370 Training & Development	5,358.23	8,000.00	1,880.46	8,000.00
5402 Employee Uniforms	10,781.71	20,100.00	10,921.20	20,100.00
5508 Cleaning Services	10,657.50	10,000.00	6,020.00	12,000.00
6210 Trustee Fees	6,766.20	8,500.00	3,500.00	7,500.00
Total Office & Admin	67,213.04	98,850.00	44,083.04	102,650.00
Utilities				
5802 Gas & Electric	38,036.28	40,000.00	24,447.18	40,000.00
5803 Propane	21,854.09	25,000.00	8,227.11	25,000.00
Total Utilities	59,890.37	65,000.00	32,674.29	65,000.00
Materials & Supplies				
5806 Building Supplies	3,297.70	7,000.00	2,552.85	7,000.00
5810 Site Supplies	34,694.60	20,000.00	11,468.30	40,000.00
5824 Sand, Gravel & Stone	199,892.60	200,000.00	185,612.62	200,000.00
5826 Seed & Mulch	22,840.00	30,000.00	27,262.90	35,000.00
Total Materials & Supplies	260,724.90	257,000.00	226,896.67	282,000.00
Professional Fees				
5924 Legal	780.00	5,500.00	1,650.00	5,500.00
5926 Investment Banking Fees	14,714.17	18,034.00	11,181.37	17,353.00
5970 Consulting	2,635.00	3,500.00	90.00	3,500.00
Total Professional Fees	18,129.17	27,034.00	12,921.37	26,353.00
Repairs & Maintenance				
5804 Building Maintenance & Repair	23,629.17	25,000.00	4,964.62	20,000.00
Total Repairs & Maintenance	23,629.17	25,000.00	4,964.62	20,000.00
Automobile				
5603 Auto/Light Truck Rental/Lease	31,743.84	23,400.00	19,099.97	17,200.00
Total Automobile	31,743.84	23,400.00	19,099.97	17,200.00
Computer				
5124 Computer Equipment	1,762.53	8,300.00	5,131.54	9,900.00
5128 Programming & Software	15,053.93	5,040.00	5,039.84	6,155.00
Total Computer	16,816.46	13,340.00	10,171.38	16,055.00
6122 Bad Debt Expense	12,112.35	0.00	0.00	0.00
6114 Insurance	153,519.64	146,000.00	109,500.03	169,600.00
619... Admin Allocation	702,056.51	769,515.00	567,473.71	840,523.00
619... Engineering Allocation	31,394.55	32,073.00	12,569.22	31,076.00

**Materials Management
BUDGET FYE 2021
APPENDIX A**

Account Description	FYE	FYE	Actual	FYE
	3/31/2019	3/31/2020	12/31/2019	3/31/2021
	Actual	Amended Budget		Budget
6208 NYS Administrative Assessment	49,605.00	51,703.00	0.00	52,101.00
7032 Depreciation	4,263,466.41	4,162,900.00	2,970,747.47	3,560,700.00
6202 Interest Expense	258,319.74	555,297.00	322,088.24	658,144.00
7170 Bond Issuance Costs	0.00	130,000.00	128,847.57	0.00
6901 Contingency	0.00	0.00	0.00	30,000.00
Total Expenses	11,398,331.97	13,357,415.00	9,044,668.00	13,997,945.00
Change in Net Position	420,913.34	(2,564,785.00)	(255,421.11)	(2,438,093.00)

**Materials Management
BUDGET FYE 2021
APPENDIX A**

<u>Account Description</u>	<u>FYE 3/31/2019 Actual</u>	<u>FYE 3/31/2020 Amended Budget</u>	<u>Actual 12/31/2019</u>	<u>FYE 3/31/2021 Budget</u>
STATEMENT OF CASH FLOW FROM OPERATIONS				
(This presentation of Cash Flow does not take into account changes in accruals)				
CHANGE IN NET ASSETS				(2,438,093.00)
PLUS DEPRECIATION & AMORTIZATION PLUS CLOSURE & P. CLOSURE COSTS				3,560,700.00 803,999.00
LESS PRINCIPAL PAYMENTS				(505,000.00)
RESERVE/CAPITAL REQUIREMENTS				
REPLACEMENT RESERVE				(781,891.00)
CLOSURE RESERVE				(652,915.00)
POST CLOSURE RESERVE				(151,084.00)
MMF CAPITAL RESERVE				164,284.00
TOTAL RESERVE/CAPITAL REQUIRED				(1,421,606.00)
CASH FLOW				0.00

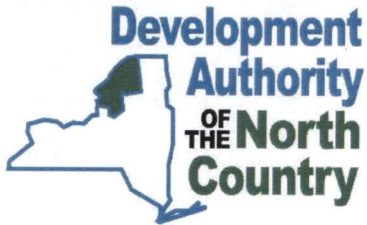
**APPENDIX B
MATERIALS MANAGEMENT FACILITY CAPITAL PROJECTS**

Project Number	Project Description	Fund	Budget FYE 2021	Budget FYE 2022	Budget FYE 2023	Budget FYE 2024	Budget FYE 2025
	Onsite Leachate Treatment	R	\$ 750,000	TBD	TBD	\$ -	\$ -
	Equipment: Articulated Hauler	R	\$ 750,000	\$ -	\$ 800,000	\$ -	\$ -
	Equipment: Main Snow Blower	R	\$ 200,000	\$ -	\$ -	\$ -	\$ -
	Equipment: Cyncom Camera	R	\$ 130,000	\$ -	\$ -	\$ -	\$ -
	Equipment: RC Slope Mower	R	\$ 60,000	\$ -	\$ -	\$ -	\$ -
	Petroleum Bulk Storage Upgrade	R	\$ -	\$ 650,000	\$ -	\$ -	\$ -
	Equipment: Landfill Compactor	R	\$ -	\$ 600,000	\$ -	\$ -	\$ -
	Equipment: Main Flare Replacement	R	\$ -	\$ 300,000	\$ -	\$ -	\$ -
	LFG Wellfield Expansion	LG	\$ -	\$ 200,000	\$ -	\$ -	\$ -
20105	Natural Habitat Enhancement	R	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
	Equipment: Waste Dozer	R	\$ -	\$ -	\$ 550,000	\$ 600,000	\$ -
	Equipment: Hydraulic Excavator	R	\$ -	\$ -	\$ 400,000	\$ 475,000	\$ -
	Equipment: Sewer Jet/Vacuum Truck	R	\$ -	\$ -	\$ 310,000	\$ -	\$ -
	Equipment: Leachate Tank Trailer	R	\$ -	\$ -	\$ 90,000	\$ 95,000	\$ 100,000
	Equipment: Leachate Truck Tractor	R	\$ -	\$ -	\$ -	\$ -	\$ 170,000
	Concrete Floors in Storage Buildings	R	\$ -	\$ -	\$ -	\$ -	\$ 50,000

TOTAL MMF			\$ 1,890,000	\$ 1,800,000	\$ 2,200,000	\$ 1,220,000	\$ 370,000
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Fund Description

- C Closure Reserve
- CC Carbon Credit Reserve
- CAP Capital Reserve



Board Resolution No. 2020-03-22
March 26, 2020

**APPROVING FISCAL YEAR 2020-2021
NORTH COUNTRY ECONOMIC DEVELOPMENT FUND BUDGET**

Whereas, the Development Authority of the North Country has caused to be prepared and has reviewed Fiscal Year 2020-2021 North Country Economic Development Fund Budget, detailed by the attached Appendix A.

Whereas, **Resolution No. 2014-08-12** authorizes the execution of Program Agreement to establish the North Country Economic Development Fund with \$10 million that the New York Power Authority (NYPA) received from Alcoa, and

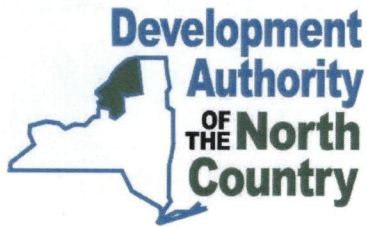
Whereas, pursuant to **Resolution No. 2014-08-14**, the Authority Board authorized the creation of a new Authority Division in order to budget and account for North Country Economic Development Funds accordingly, and

Whereas, the North Country Economic Development Fund Board ratified the budget at its meeting on February 7, 2020, and

RESOLVED, that the Development Authority of the North Country approves and adopts the Fiscal Year 2020-2021 North Country Economic Development Fund Budget and line items contained therein, as proposed and set forth in Appendix A.

**North Country EDF
BUDGET FYE 2021
APPENDIX A**

<u>Account Description</u>		<u>FYE 3/31/2019 Actual</u>	<u>FYE 3/31/2020 Amended Budget</u>	<u>Actual 12/31/2019</u>	<u>FYE 3/31/2021 Budget</u>
4104	Loan Interest Income	\$0.00	\$75,000.00	\$63,610.55	\$85,000.00
	Other Income				
4164	Miscellaneous	0.00	0.00	506.76	500.00
	Total Other Income	0.00	0.00	506.76	500.00
	Interest Income				
4102	Investment Interest Income	0.00	131,100.00	106,755.63	142,200.00
420...	Mark to Market Adjustment	0.00	0.00	11,400.51	0.00
	Total Interest Income	0.00	131,100.00	118,156.14	142,200.00
	Total Income	0.00	206,100.00	182,273.45	227,700.00
	Professional Fees				
5924	Legal	0.00	2,000.00	0.00	2,000.00
5926	Investment Banking Fees	0.00	4,181.00	2,613.69	4,057.00
5970	Consulting	0.00	8,000.00	8,000.00	8,000.00
	Total Professional Fees	0.00	14,181.00	10,613.69	14,057.00
	Total Expenses	0.00	14,181.00	10,613.69	14,057.00
	Change in Net Position	0.00	191,919.00	171,659.76	213,643.00



Board Resolution No. 2020-03-23

March 26, 2020

**APPROVING FISCAL YEAR 2020-2021
REGIONAL DEVELOPMENT BUDGET**

Whereas, the Development Authority of the North Country has caused to be prepared and has reviewed Fiscal Year 2020-2021 Regional Development Budget, detailed by the attached Appendix A.

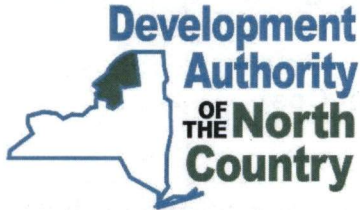
RESOLVED, that the Development Authority of the North Country approves and adopts the Fiscal Year 2020-2021 Regional Development Budget and line items contained therein, as proposed and set forth in Appendix A.

**Regional Development
BUDGET FYE 2021
APPENDIX A**

Account Description	FYE 3/31/2019 Actual	FYE 3/31/2020 Amended Budget	Actual 12/31/2019	FYE 3/31/2021 Budget
Customer Billings				
4001 Customer Billings	\$222,185.58	\$187,091.00	\$86,293.22	\$162,510.00
Total Customer Billings	222,185.58	187,091.00	86,293.22	162,510.00
Grant Revenue				
4181 Federal Grant Income	109,584.04	253,465.00	102,910.29	90,000.00
4183 NY State Grants	1,945,719.20	2,069,996.00	1,934,780.09	1,239,000.00
4184 Other Grants	0.00	40,000.00	0.00	40,000.00
Total Grant Revenue	2,055,303.24	2,363,461.00	2,037,690.38	1,369,000.00
4104 Loan Interest Income	661,274.95	624,000.00	516,971.61	612,000.00
Other Income				
4162 Processing Fees	39,355.00	29,575.00	34,375.00	25,000.00
4164 Miscellaneous	29,585.70	17,000.00	7,515.32	17,000.00
4185 Grant Recapture	0.00	0.00	16,350.00	0.00
4190 Recovery of Bad Debts	22,317.89	0.00	0.00	0.00
Total Other Income	91,258.59	46,575.00	58,240.32	42,000.00
Interest Income				
4102 Investment Interest Income	220,599.35	297,840.00	210,093.84	240,080.00
410... Trustee Interest	61.32	0.00	0.00	0.00
420... Mark to Market Adjustment	38,236.80	0.00	27,585.89	0.00
Total Interest Income	258,897.47	297,840.00	237,679.73	240,080.00
Total Income	3,288,919.83	3,518,967.00	2,936,875.26	2,425,590.00
Salaries				
500... Administrative Wages	9,972.40	11,161.00	12,455.54	12,669.00
500... Engineering Wages	64,661.40	41,682.00	20,289.18	25,094.00
500... Regional Development Wages	292,711.42	338,503.00	231,209.21	332,753.00
5002 Overtime Wages	0.00	0.00	17.82	0.00
Total Salaries	367,345.22	391,346.00	263,971.75	370,516.00
Fringe Benefits				
503... FICA Expense	24,523.39	29,939.00	17,691.75	28,344.00
503... Pension Expense	48,996.02	54,477.00	38,706.54	54,377.00
503... Health Insurance	51,098.00	52,309.00	37,008.58	52,972.00
503... Workers Comp	709.18	935.00	564.84	765.00
503... Disability Insurance	303.49	327.00	245.25	321.00
504... Post Retire Overhead	26,039.23	26,441.00	18,803.40	25,116.00
Total Fringe Benefits	151,669.31	164,428.00	113,020.36	161,895.00
Operations & Maintenance				
6110 Marketing	5,000.00	5,000.00	0.00	5,000.00
8090 Purchases for Resale	6,260.00	7,000.00	305.00	7,000.00
Total O & M	11,260.00	12,000.00	305.00	12,000.00
6006 Host Community Benefits	59,297.16	88,943.00	88,942.88	103,766.00
Office & Administrative				
5104 Office Supplies	0.00	250.00	0.00	0.00
5120 Dues & Subscriptions	625.00	625.00	125.00	625.00
5122 Public Info & Advertising	220.76	2,500.00	139.12	2,000.00
5172 Filing Fees	580.00	1,300.00	580.00	1,100.00
5202 Employee Mileage Reimbursement	1,277.93	2,000.00	443.00	1,250.00
5204 Empl. Meals & Incidental	532.09	2,225.00	350.02	1,625.00
5206 Empl. Lodging	3,780.11	4,300.00	2,280.06	3,300.00
5270 Travel & Meeting Expense	4,459.68	3,800.00	611.74	2,300.00
5370 Training & Development	0.00	1,800.00	349.00	1,800.00
5570 Other General Expense	369.64	2,500.00	363.90	1,450.00

**Regional Development
BUDGET FYE 2021
APPENDIX A**

<u>Account Description</u>	FYE 3/31/2019 <u>Actual</u>	FYE 3/31/2020 <u>Amended Budget</u>	Actual 12/31/2019	FYE 3/31/2021 <u>Budget</u>
Total Office & Admin	11,845.21	21,300.00	5,241.84	15,450.00
Professional Fees				
5924 Legal	2,323.90	11,500.00	5,294.60	8,500.00
5926 Investment Banking Fees	7,231.08	9,381.00	5,843.52	8,320.00
5970 Consulting	69,429.56	250,000.00	82,013.67	153,500.00
Total Professional Fees	78,984.54	270,881.00	93,151.79	170,320.00
Computer				
6108 Web Page Design & Maintenance	0.00	0.00	0.00	750.00
Total Computer	0.00	0.00	0.00	750.00
6122 Bad Debt Expense	0.00	0.00	201,304.86	0.00
6120 Grants	732,672.04	812,500.00	691,833.14	517,500.00
619... Admin Allocation	132,226.00	146,130.00	107,900.91	159,176.00
619... Engineering Allocation	8,330.92	7,682.00	4,527.79	4,260.00
6202 Interest Expense	0.00	4,000.00	611.12	3,500.00
Total Expenses	1,553,630.40	1,919,210.00	1,570,811.44	1,519,133.00
Change in Net Position	1,735,289.43	1,599,757.00	1,366,063.82	906,457.00



Board Resolution No. 2020-03-24
March 26, 2020

**APPROVING FISCAL YEAR 2020-2021 TELECOMMUNICATIONS
DIVISION OPERATING BUDGET, CAPITAL PROJECTS,
RESERVE DESIGNATIONS, AND TARIFF**

Whereas, the Development Authority of the North Country has caused to be prepared and has reviewed the proposed Fiscal Year 2020-2021 Telecommunications Division Budget based on anticipated circuit demand, said proposed Budget being attached to this resolution as Appendix A, and

Whereas, upon recommendation by staff, it is determined that certain capital projects are necessary as set forth on the capital projects schedule attached as Appendix B, and

Whereas, it is necessary to ratify tariff pricing and establish reserve requirements for the Fiscal Year 2020-2021 in support of said Budget.

RESOLVED, by the Development Authority of the North Country that:

- 1. The Fiscal Year 2020-2021 Telecommunications Division Budget and the line items contained therein, as proposed and set forth in Appendix A, are hereby approved and adopted.**
- 2. The Telecommunications Division capital projects for the Fiscal Year 2020-2021, as set forth in Appendix B, are hereby approved, and the Executive Director is hereby authorized and directed to undertake and pay for such projects, including contracting therefore on such terms and conditions as he shall determine. Further, capital funds that were previously approved but not fully expended are carried forward for use in Fiscal Year 2020-2021.**
- 3. Based upon anticipated circuit volume, a tariff was filed with and accepted by the Public Services Commission (May 1, 2004) and will remain in effect for Fiscal Year 2020-2021.**

4. Reserves previously authorized have been created and capitalized as of February 28, 2020 in the following amounts:

Operating	\$ 962,858
Repair and Upgrade	\$5,738,528

For Fiscal Year 2020-2021, reserves will be maintained on an on-going basis as follows:

Operating	16.7% of Revenue
Repair & Upgrade	18% of Equipment Replacement Cost
	20% of OSP Replacement Cost

5. To enhance the Authority's ability to respond promptly to changing conditions in the competitive telecommunications market, the authority to create and manage reserves, establish agreements and negotiate multi-year contracts is hereby delegated to the Executive Director who shall report such actions to the Facilities Committee on a timely basis.

**Telecommunications
BUDGET FYE 2021
APPENDIX A**

Account Description	FYE 3/31/2019 Actual	FYE 3/31/2020 Amended Budget	Actual 12/31/2019	FYE 3/31/2021 Budget
Customer Billings				
4001 Customer Billings	\$5,842,465.49	\$5,782,654.00	\$4,391,835.17	\$5,720,074.00
4004 Dark Fiber Billings	128,896.68	414,444.00	420,664.86	440,016.00
Total Customer Billings	5,971,362.17	6,197,098.00	4,812,500.03	6,160,090.00
Grant Revenue				
4183 NY State Grants	100,000.00	0.00	0.00	0.00
Total Grant Revenue	100,000.00	0.00	0.00	0.00
Other Income				
4164 Miscellaneous	51,594.67	47,050.00	54,633.76	47,050.00
Total Other Income	51,594.67	47,050.00	54,633.76	47,050.00
Interest Income				
4102 Investment Interest Income	2,954.29	2,915.00	26,183.33	38,890.00
4108 Reserve Interest	183,088.28	160,193.00	182,149.49	211,633.00
420... Mark to Market Adjustment	65,245.33	0.00	99,311.38	0.00
Total Interest Income	251,287.90	163,108.00	307,644.20	250,523.00
Total Income	6,374,244.74	6,407,256.00	5,174,777.99	6,457,663.00
Salaries				
500... Engineering Wages	32,148.16	37,944.00	20,178.27	28,419.00
500... Technology Wages	1,208,063.64	1,159,837.00	855,668.96	1,206,515.00
500... MMF Wages	0.00	0.00	66.78	0.00
500... WQ Wages	69.63	0.00	0.00	0.00
5002 Overtime Wages	2,228.90	2,350.00	2,376.15	2,500.00
Total Salaries	1,242,510.33	1,200,131.00	878,290.16	1,237,434.00
Fringe Benefits				
503... FICA Expense	90,341.28	91,631.00	63,358.47	94,474.00
503... Pension Expense	145,923.69	174,617.00	111,945.17	179,435.00
503... Health Insurance	87,304.55	111,155.00	59,163.69	85,255.00
504... Retiree Health Insurance	0.00	0.00	114.00	0.00
503... Workers Comp	2,397.86	2,900.00	1,723.38	2,328.00
503... Disability Insurance	359.45	429.00	321.75	400.00
504... Post Retire Overhead	73,304.46	72,036.00	53,729.28	69,055.00
5054 Employee Physicals & Screening	272.25	500.00	271.25	500.00
Total Fringe Benefits	399,903.54	453,268.00	290,626.99	431,447.00
Operations & Maintenance				
5062 Third Party Temporary - O&M	0.00	5,500.00	0.00	5,500.00
5133 Equipment Maintenance Contracts	224,922.32	325,000.00	257,592.58	354,144.00
5134 Maintenance Contracts	171,724.91	175,000.00	62,826.78	174,305.00
5135 Underground Locating	56,011.69	95,000.00	36,777.87	80,000.00
5403 Safety Equipment & Supplies	813.30	900.00	244.00	900.00
5704 O&M Supplies	2,602.61	4,500.00	4,569.54	4,500.00
5712 Purchased Maintenance & Repair	14,321.70	45,000.00	15,159.64	53,500.00
5720 Offnet Circuit Lease	486,374.44	600,000.00	402,819.55	610,812.00
5770 Other Tool, Equip & O&M	13,794.45	8,000.00	6,606.71	6,000.00
5830 Collo Expense	150,070.10	185,000.00	114,615.89	183,348.00
5834 Permitting	265.90	3,000.00	269.00	11,000.00
5836 Pole Attachment Fees	204,544.82	314,479.00	244,883.41	319,979.00
5838 Conduit Lease	19,695.93	24,696.00	11,145.80	24,696.00
Total O & M	1,345,142.17	1,786,075.00	1,157,510.77	1,828,684.00
Office & Administrative				
5053 Misc Employee Costs	1,308.21	2,400.00	959.31	2,400.00
5102 Office Rent	44,385.20	44,279.00	33,209.28	44,279.00
5104 Office Supplies	1,905.47	2,200.00	1,016.05	2,200.00

**Telecommunications
BUDGET FYE 2021
APPENDIX A**

Account Description	FYE	FYE	Actual	FYE
	3/31/2019	3/31/2020	12/31/2019	3/31/2021
	Actual	Amended Budget		Budget
5110 Postage & Shipping	97.44	1,000.00	211.51	1,000.00
5112 Telephone	11,482.03	12,000.00	8,435.88	12,000.00
5114 Cellular Services	6,408.05	5,700.00	4,208.56	5,600.00
5118 Other Communications	1,253.40	1,600.00	1,015.05	1,600.00
5120 Dues & Subscriptions	60.00	500.00	0.00	500.00
5122 Public Info & Advertising	1,671.60	2,000.00	0.00	2,000.00
5123 Promotional Materials	555.12	5,000.00	250.00	5,000.00
5130 Office Equipment	907.60	5,000.00	192.69	5,000.00
5170 Other Office Expenses	458.45	5,000.00	816.04	5,000.00
5172 Filing Fees	3,749.26	10,000.00	1,704.74	9,000.00
5202 Employee Mileage Reimbursement	2,387.13	1,962.00	888.56	1,962.00
5204 Empl. Meals & Incidental	8,532.94	9,500.00	4,034.39	8,500.00
5206 Empl. Lodging	17,653.23	15,850.00	8,436.34	15,000.00
5270 Travel & Meeting Expense	133.25	500.00	327.48	500.00
5312 Continuing Education	399.00	0.00	0.00	0.00
5370 Training & Development	188.95	9,300.00	7,813.86	9,300.00
5402 Employee Uniforms	21.00	1,450.00	546.00	1,225.00
5570 Other General Expense	813.20	1,000.00	0.00	1,000.00
Total Office & Admin	104,370.53	136,241.00	74,065.74	133,066.00
Utilities				
5802 Gas & Electric	3,595.32	4,400.00	2,305.62	5,000.00
Total Utilities	3,595.32	4,400.00	2,305.62	5,000.00
Professional Fees				
5924 Legal	12,360.00	18,500.00	9,840.00	25,000.00
5926 Investment Banking Fees	4,480.42	5,050.73	3,856.97	5,791.00
5970 Consulting	15,730.00	14,650.00	6,400.00	15,000.00
Total Professional Fees	32,570.42	38,200.73	20,096.97	45,791.00
Automobile				
5601 Auto/Light Truck Rep. & Maint.	7,627.56	12,000.00	7,324.69	12,000.00
5602 Auto/Light Truck Fuel	21,735.62	22,000.00	14,993.97	22,000.00
5603 Auto/Light Truck Rental/Lease	29,523.48	47,900.00	29,978.62	59,700.00
5605 Vehicle Ins	6,887.01	11,200.00	8,399.97	12,900.00
Total Automobile	65,773.67	93,100.00	60,697.25	106,600.00
Computer				
5124 Computer Equipment	4,900.89	8,000.00	4,482.06	9,500.00
5126 Computer Maintenance	1,168.00	0.00	0.00	0.00
5128 Programming & Software	20,202.18	12,000.00	11,158.98	17,505.00
Total Computer	26,271.07	20,000.00	15,641.04	27,005.00
6122 Bad Debt Expense	0.00	0.00	66,607.88	0.00
6114 Insurance	111,692.79	116,300.00	87,225.03	122,900.00
619... Admin Allocation	470,544.00	570,964.00	421,152.35	616,227.00
619... Engineering Allocation	20,732.59	16,959.00	9,919.85	11,662.00
6208 NYS Administrative Assessment	31,981.00	34,608.00	0.00	34,715.00
890... Water Quality Allocation	18.22	0.00	0.00	0.00
7032 Depreciation	3,942,662.68	3,684,400.00	2,592,807.27	3,647,400.00
6901 Contingency	0.00	4,709.27	0.00	25,000.00
Total Expenses	7,797,768.33	8,159,356.00	5,676,946.92	8,272,931.00
Change in Net Position	(1,423,523.59)	(1,752,100.00)	(502,168.93)	(1,815,268.00)

**Telecommunications
BUDGET FYE 2021
APPENDIX A**

<u>Account Description</u>	<u>FYE 3/31/2019 Actual</u>	<u>FYE 3/31/2020 Amended Budget</u>	<u>Actual 12/31/2019</u>	<u>FYE 3/31/2021 Budget</u>
STATEMENT OF CASH FLOW FROM OPERATIONS				
(This presentation of Cash Flow does not take into account changes in accruals)				
CHANGE IN NET ASSETS				(1,815,268.00)
PLUS DEPRECIATION & AMORTIZATION				3,647,400.00
RESERVE/CAPITAL REQUIREMENTS				
TELECO REPAIR/UPGRADE RESERVE				852,869.00
TELECOM CAPITAL PROJECTS				<u>(2,685,000.00)</u>
TOTAL RESERVE/CAPITAL REQUIRED				(1,832,131.00)
CASH FLOW				<u><u>1.00</u></u>

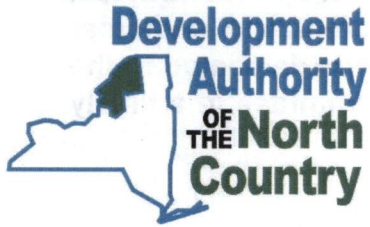
**APPENDIX B
TELECOMMUNICATIONS CAPITAL PROJECTS**

Project Number	Project Description	Fund	Budget FYE 2021	Budget FYE 2022	Budget FYE 2023	Budget FYE 2024	Budget FYE 2025
	DWDM Upgrade	R	\$ 1,000,000	\$ 100,000	\$ -	\$ 100,000	\$ 100,000
	Customer Network Construction	R	\$ 525,000	\$ 600,000	\$ 650,000	\$ 700,000	\$ 700,000
	Ethernet Enhancements	R	\$ 500,000	\$ 350,000	\$ 300,000	\$ 250,000	\$ 250,000
	Wireless Tower Service	R	\$ 300,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
	Emergency Restoration	R	\$ 150,000	\$ 157,500	\$ 165,375	\$ 173,644	\$ 182,326
	Central Office Enhancements	R	\$ 100,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000
	DOT - Road Projects	R	\$ 50,000	\$ 80,000	\$ 80,000	\$ 75,000	\$ 75,000
	Fiber Augments	R	\$ 35,000	\$ 85,000	\$ 100,000	\$ 100,000	\$ 100,000
30568	Economic Development Initiatives	R	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000

TOTAL TELECOMMUNICATIONS	\$ 2,685,000	\$ 1,722,500	\$ 1,645,375	\$ 1,748,644	\$ 1,757,326
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Fund Description

R Repair & Replacement Reserve



Board Resolution No. 2020-03-25
March 26, 2020

**APPROVING FISCAL YEAR 2020-2021 WATER QUALITY MANAGEMENT
DIVISION OPERATING BUDGET, CAPITAL PROJECTS
AND USER CHARGES**

Whereas, the Development Authority of the North Country has caused to be prepared and has reviewed the proposed Fiscal Year 2020-2021 Water Quality Management Budgets, attached to this Resolution as Appendices A(1) – A(4), and

Whereas, upon recommendation by staff and consulting engineers, it is determined that certain capital projects are necessary to be undertaken for the continued efficient operation of the Facilities, as set forth on the Capital Projects Schedule attached to this Resolution as Appendix B, and

Whereas, it is necessary to establish outside user charges for use of Water Quality Management for the Fiscal Year 2020-2021 as proposed in the User Charges Schedule set forth in Appendix C, and

Whereas, it is necessary to maintain required reserves for the Army Waterline and Sewerline, and Regional Waterline projects.

RESOLVED, by the Development Authority of the North Country that:

- 1. The Fiscal Year 2020-2021 Water Quality Management Budgets and line items contained therein, as proposed and set forth in Appendices A(1)-A(4), are hereby approved and adopted.**
- 2. The Water Quality Management's capital projects for the Fiscal Year 2020-2021, as proposed and set forth in Appendix B are hereby approved. The Executive Director is hereby authorized and directed to undertake and pay for such projects, including contracting therefore on such terms and conditions as he shall determine. Further, capital funds that were previously approved but not fully expended are carried forward for use in Fiscal Year 2020-2021.**
- 3. The user charges for Water Quality Management for Fiscal Year 2020-2021, as proposed and set forth in Appendix C, are hereby approved and adopted.**

4. The Executive Director is authorized and directed to manage reserves for the Army Waterline and Sewerline, and Regional Waterline projects consistent with contractual requirements. To enhance the Authority's ability to respond promptly to customer requirements, the authority to negotiate multi-year contracts is hereby delegated to the Executive Director who will report such actions to the Facilities Committee in a timely manner.

**Army Sewer
BUDGET FYE 2021
APPENDIX A -1**

<u>Account Description</u>		FYE 3/31/2019 Actual	FYE 3/31/2020 Amended Budget	Actual 12/31/2019	FYE 3/31/2021 Budget
Customer Billings					
4001	Customer Billings	\$2,605,077.52	\$2,452,737.00	\$1,916,372.99	\$2,365,363.00
	Total Customer Billings	2,605,077.52	2,452,737.00	1,916,372.99	2,365,363.00
Other Income					
4164	Miscellaneous	14,487.37	12,501.00	9,375.75	12,501.00
	Total Other Income	14,487.37	12,501.00	9,375.75	12,501.00
4201	Gain on Sale of Assets	24,457.50	0.00	0.00	0.00
Interest Income					
4108	Reserve Interest	36,341.28	41,200.00	27,341.07	38,400.00
420...	Mark to Market Adjustment	27,527.41	0.00	7,870.73	0.00
	Total Interest Income	63,868.69	41,200.00	35,211.80	38,400.00
	Total Income	2,707,891.08	2,506,438.00	1,960,960.54	2,416,264.00
Salaries					
500...	Engineering Wages	24,472.51	24,726.00	12,038.45	37,764.00
500...	Technology Wages	15,583.16	0.00	360.72	0.00
500...	MMF Wages	0.00	0.00	66.78	0.00
500...	WQ Wages	292,119.04	333,081.00	215,703.07	343,288.00
5002	Overtime Wages	28,533.41	26,191.00	21,310.88	25,618.00
5005	On-Call Stipend	3,180.00	3,840.00	2,220.00	3,840.00
	Total Salaries	363,888.12	387,838.00	251,699.90	410,510.00
Fringe Benefits					
503...	FICA Expense	28,970.79	29,670.00	17,768.60	31,403.00
503...	Pension Expense	48,846.91	51,038.00	32,589.47	54,524.00
503...	Health Insurance	52,374.26	53,475.00	35,804.06	58,334.00
503...	Workers Comp	26,533.81	24,407.00	20,765.08	26,785.00
503...	Disability Insurance	169.60	210.00	157.50	204.00
504...	Post Retire Overhead	35,849.91	34,542.00	23,162.85	35,577.00
5054	Employee Physicals & Screening	2,484.75	3,000.00	1,675.00	3,000.00
	Total Fringe Benefits	195,230.03	196,342.00	131,922.56	209,827.00
Operations & Maintenance					
5062	Third Party Temporary - O&M	4,092.00	7,500.00	0.00	7,500.00
5403	Safety Equipment & Supplies	10,930.50	15,000.00	11,647.68	15,000.00
5704	O&M Supplies	30.81	0.00	0.00	0.00
5706	Shop Tools	8,885.00	12,000.00	3,012.63	12,000.00
5815	Chemicals	21,663.71	90,040.00	39,121.00	75,000.00
5902	Lab Fees	0.00	500.00	0.00	500.00
	Total O & M	45,602.02	125,040.00	53,781.31	110,000.00
6002	Sewage Treatment	857,038.61	1,112,520.00	680,235.95	1,016,076.00
6004	Water Purchases	2,872.00	3,200.00	2,154.00	3,200.00
Office & Administrative					
5053	Misc Employee Costs	100.00	100.00	0.00	100.00
5104	Office Supplies	3,860.86	5,500.00	3,162.34	5,500.00
5110	Postage & Shipping	615.00	1,500.00	340.00	1,500.00
5112	Telephone	6,927.81	10,120.00	6,835.31	10,000.00
5114	Cellular Services	10,091.97	12,900.00	7,950.90	14,600.00
5120	Dues & Subscriptions	1,548.20	2,000.00	837.20	2,000.00
5122	Public Info & Advertising	81.32	1,500.00	1,087.54	1,500.00
5130	Office Equipment	572.63	1,000.00	0.00	1,000.00
5202	Employee Mileage Reimbursement	10.90	1,000.00	0.00	1,000.00
5204	Empl. Meals & Incidental	828.54	3,000.00	388.82	3,000.00
5206	Empl. Lodging	4,699.72	7,000.00	1,548.00	7,000.00
5270	Travel & Meeting Expense	471.04	0.00	0.00	0.00

**Army Sewer
BUDGET FYE 2021
APPENDIX A-1**

Account Description	FYE	FYE	Actual	FYE
	3/31/2019	3/31/2020	12/31/2019	3/31/2021
	Actual	Amended Budget		Budget
5312 Continuing Education	0.00	5,000.00	0.00	0.00
5370 Training & Development	8,853.95	10,000.00	3,810.44	10,000.00
5402 Employee Uniforms	6,250.93	9,000.00	1,873.47	9,000.00
5508 Cleaning Services	10,980.00	12,000.00	8,310.00	12,000.00
Total Office & Admin	55,892.87	81,620.00	36,144.02	78,200.00
Utilities				
5802 Gas & Electric	61,187.08	59,750.00	26,958.24	59,750.00
Total Utilities	61,187.08	59,750.00	26,958.24	59,750.00
Professional Fees				
5924 Legal	7,960.00	3,000.00	0.00	3,000.00
5926 Investment Banking Fees	1,033.79	1,158.00	794.80	1,179.00
Total Professional Fees	8,993.79	4,158.00	794.80	4,179.00
Repairs & Maintenance				
5804 Building Maintenance & Repair	13,734.96	22,500.00	14,908.07	15,000.00
5808 Site Maint & Repair	8,895.32	25,000.00	18,918.56	25,000.00
5812 Pipeline Maintenance	29,312.16	45,000.00	21,998.00	45,000.00
Total Repairs & Maintenance	51,942.44	92,500.00	55,824.63	85,000.00
Automobile				
5601 Auto/Light Truck Rep. & Maint.	11,966.79	19,000.00	8,214.86	19,000.00
5602 Auto/Light Truck Fuel	46,780.77	60,000.00	28,932.37	60,000.00
5603 Auto/Light Truck Rental/Lease	93,500.35	126,300.00	85,987.39	127,400.00
5605 Vehicle Ins	16,153.76	30,600.00	22,950.00	35,300.00
Total Automobile	168,401.67	235,900.00	146,084.62	241,700.00
Computer				
5124 Computer Equipment	15,548.40	13,900.00	8,260.23	4,000.00
5128 Programming & Software	11,613.44	24,560.00	24,460.00	5,622.00
Total Computer	27,161.84	38,460.00	32,720.23	9,622.00
6114 Insurance	35,226.73	37,500.00	28,125.00	34,700.00
619... Admin Allocation	189,360.43	286,033.00	210,944.20	289,618.00
619... Engineering Allocation	9,889.88	10,673.00	5,219.24	10,720.00
6208 NYS Administrative Assessment	16,018.00	14,700.00	0.00	13,740.00
890... Water Quality Allocation	(168,185.14)	(209,796.00)	(123,649.01)	(210,579.00)
7032 Depreciation	313,929.82	318,900.00	197,656.26	275,200.00
Total Expenses	2,234,450.19	2,795,338.00	1,736,615.95	2,641,463.00
Change in Net Position	473,440.89	(288,900.00)	224,344.59	(225,199.00)

**Army Sewer
BUDGET FYE 2021
APPENDIX A-1**

<u>Account Description</u>	<u>FYE 3/31/2019 Actual</u>	<u>FYE 3/31/2020 Amended Budget</u>	<u>Actual 12/31/2019</u>	<u>FYE 3/31/2021 Budget</u>
STATEMENT OF CASH FLOW FROM OPERATIONS				
(This presentation of Cash Flow does not take into account changes in accruals)				
CHANGE IN NET ASSETS				(225,199.00)
PLUS DEPRECIATION & AMORTIZATION				275,200.00
RESERVE/CAPITAL REQUIREMENTS				
ASL CAPITAL PROJECTS				(50,000.00)
TOTAL RESERVE/CAPITAL REQUIRED				<u>(50,000.00)</u>
CASH FLOW				<u><u>1.00</u></u>

**Army Water Line
BUDGET FYE 2021
APPENDIX A-2**

<u>Account Description</u>		<u>FYE 3/31/2019 Actual</u>	<u>FYE 3/31/2020 Amended Budget</u>	<u>Actual 12/31/2019</u>	<u>FYE 3/31/2021 Budget</u>
Customer Billings					
4001	Customer Billings	\$1,279,409.87	\$1,937,009.00	\$1,516,403.72	\$2,022,314.00
	Total Customer Billings	1,279,409.87	1,937,009.00	1,516,403.72	2,022,314.00
Interest Income					
4108	Reserve Interest	19,822.55	22,400.00	14,913.31	20,900.00
420...	Mark to Market Adjustment	15,014.95	0.00	4,293.12	0.00
	Total Interest Income	34,837.50	22,400.00	19,206.43	20,900.00
	Total Income	1,314,247.37	1,959,409.00	1,535,610.15	2,043,214.00
Salaries					
500...	Engineering Wages	19,943.87	24,726.00	10,831.08	36,898.00
500...	Technology Wages	15,567.53	0.00	360.73	0.00
500...	MMF Wages	0.00	0.00	100.17	0.00
500...	WQ Wages	158,966.37	283,461.00	182,967.35	295,190.00
5002	Overtime Wages	3,629.34	5,276.00	6,565.74	11,282.00
5005	On-Call Stipend	3,180.00	3,840.00	2,220.00	3,840.00
	Total Salaries	201,287.11	317,303.00	203,045.07	347,210.00
Fringe Benefits					
503...	FICA Expense	13,307.37	24,274.00	13,934.49	26,562.00
503...	Pension Expense	22,357.30	41,772.00	26,424.73	46,070.00
503...	Health Insurance	30,461.55	43,777.00	29,980.77	49,390.00
503...	Workers Comp	5,700.67	19,687.00	9,333.93	22,316.00
503...	Disability Insurance	139.89	173.00	129.78	174.00
504...	Post Retire Overhead	16,346.22	28,196.00	17,507.91	30,029.00
5054	Employee Physicals & Screening	2,485.50	2,500.00	1,675.00	2,500.00
	Total Fringe Benefits	90,798.50	160,379.00	98,986.61	177,041.00
Operations & Maintenance					
5706	Shop Tools	83.56	4,040.00	0.00	5,000.00
5902	Lab Fees	3,460.00	5,000.00	2,583.00	5,000.00
	Total O & M	3,543.56	9,040.00	2,583.00	10,000.00
6004	Water Purchases	503,750.61	596,936.00	358,708.64	686,300.00
Office & Administrative					
5122	Public Info & Advertising	0.00	1,000.00	0.00	1,000.00
5202	Employee Mileage Reimbursement	0.00	100.00	0.00	100.00
	Total Office & Admin	0.00	1,100.00	0.00	1,100.00
Utilities					
5802	Gas & Electric	17,470.33	21,250.00	9,048.12	21,250.00
	Total Utilities	17,470.33	21,250.00	9,048.12	21,250.00
Professional Fees					
5924	Legal	4,703.50	1,500.00	0.00	1,500.00
5926	Investment Banking Fees	556.65	745.00	427.97	757.00
	Total Professional Fees	5,260.15	2,245.00	427.97	2,257.00
Repairs & Maintenance					
5804	Building Maintenance & Repair	3,337.95	4,000.00	1,757.54	4,000.00
5808	Site Maint & Repair	1,971.00	7,000.00	3,355.00	7,000.00
5812	Pipeline Maintenance	8,655.86	20,000.00	14,577.21	20,000.00
	Total Repairs & Maintenance	13,964.81	31,000.00	19,689.75	31,000.00
Computer					
5124	Computer Equipment	0.00	1,700.00	0.00	0.00
5128	Programming & Software	0.00	21,960.00	14,430.00	0.00
	Total Computer	0.00	23,660.00	14,430.00	0.00

**Army Water Line
BUDGET FYE 2021
APPENDIX A-2**

<u>Account Description</u>	<u>FYE 3/31/2019 Actual</u>	<u>FYE 3/31/2020 Amended Budget</u>	<u>Actual 12/31/2019</u>	<u>FYE 3/31/2021 Budget</u>
6114 Insurance	23,923.64	25,300.00	18,974.97	27,500.00
619... Admin Allocation	99,309.25	119,182.00	87,881.11	152,867.00
619... Engineering Allocation	9,110.13	10,142.00	4,971.60	10,197.00
6208 NYS Administrative Assessment	10,836.00	10,765.00	0.00	10,851.00
890... Water Quality Allocation	33,800.32	91,107.00	46,381.96	94,469.00
7032 Depreciation	146,041.92	206,700.00	107,942.24	266,100.00
Total Expenses	1,159,096.33	1,626,109.00	973,071.04	1,838,142.00
Change in Net Position	155,151.04	333,300.00	562,539.11	205,072.00

**Army Water Line
BUDGET FYE 2021
APPENDIX A-2**

<u>Account Description</u>	<u>FYE 3/31/2019 Actual</u>	<u>FYE 3/31/2020 Amended Budget</u>	<u>Actual 12/31/2019</u>	<u>FYE 3/31/2021 Budget</u>
STATEMENT OF CASH FLOW FROM OPERATIONS				
(This presentation of Cash Flow does not take into account changes in accruals)				
CHANGE IN NET ASSETS				205,072.00
PLUS DEPRECIATION & AMORTIZATION				266,100.00
LESS PRINCIPAL PAYMENTS				(371,172.00)
RESERVE/CAPITAL REQUIREMENTS				
AWL CAPITAL PROJECTS				(100,000.00)
TOTAL RESERVE/CAPITAL REQUIRED				<u>(100,000.00)</u>
CASH FLOW				<u><u>0.00</u></u>

**Regional Water Line
BUDGET FYE 2021
APPENDIX A-3**

Account Description	FYE 3/31/2019 Actual	FYE 3/31/2020 Amended Budget	Actual 12/31/2019	FYE 3/31/2021 Budget
Customer Billings				
4001 Customer Billings	\$93,726.50	\$106,412.00	\$68,367.18	\$76,441.00
4005 Capital Billings	278,566.88	277,287.00	207,965.64	274,264.00
Total Customer Billings	372,293.38	383,699.00	276,332.82	350,705.00
Interest Income				
4102 Investment Interest Income	3,899.35	8,600.00	6,612.55	8,600.00
Total Interest Income	3,899.35	8,600.00	6,612.55	8,600.00
Total Income	376,192.73	392,299.00	282,945.37	359,305.00
Salaries				
500... Engineering Wages	5,125.41	7,857.00	2,959.87	8,690.00
500... WQ Wages	22,624.25	22,647.00	15,824.24	21,018.00
5002 Overtime Wages	866.09	1,381.00	801.67	1,583.00
5005 On-Call Stipend	1,590.00	1,920.00	1,110.00	1,920.00
Total Salaries	30,205.75	33,805.00	20,695.78	33,211.00
Fringe Benefits				
503... FICA Expense	1,974.44	2,586.00	1,433.56	2,541.00
503... Pension Expense	3,321.71	4,608.00	2,805.09	4,370.00
503... Health Insurance	4,699.79	4,714.00	3,709.43	4,552.00
503... Workers Comp	1,170.28	1,753.00	946.54	1,776.00
503... Disability Insurance	16.07	17.00	12.78	17.00
504... Post Retire Overhead	2,854.04	2,887.00	1,879.29	2,819.00
Total Fringe Benefits	14,036.33	16,565.00	10,786.69	16,075.00
Operations & Maintenance				
5706 Shop Tools	0.00	500.00	0.00	500.00
5815 Chemicals	1,252.80	3,000.00	800.70	2,000.00
5902 Lab Fees	3,160.00	3,600.00	2,358.00	3,600.00
6010 Cape Vincent Reserve	700.00	700.00	700.00	700.00
Total O & M	5,112.80	7,800.00	3,858.70	6,800.00
6004 Water Purchases	93,906.36	106,412.00	67,144.28	76,441.00
Office & Administrative				
5122 Public Info & Advertising	0.00	250.00	0.00	250.00
5202 Employee Mileage Reimbursement	0.00	100.00	0.00	100.00
Total Office & Admin	0.00	350.00	0.00	350.00
Utilities				
5802 Gas & Electric	20,283.72	25,000.00	13,500.51	25,000.00
Total Utilities	20,283.72	25,000.00	13,500.51	25,000.00
Professional Fees				
5924 Legal	0.00	500.00	0.00	500.00
Total Professional Fees	0.00	500.00	0.00	500.00
Repairs & Maintenance				
5804 Building Maintenance & Repair	496.45	9,000.00	4,229.25	9,000.00
5808 Site Maint & Repair	1,801.92	3,500.00	1,701.04	3,500.00
5812 Pipeline Maintenance	4,635.43	20,000.00	10,797.77	20,000.00
Total Repairs & Maintenance	6,933.80	32,500.00	16,728.06	32,500.00
6114 Insurance	4,517.70	4,800.00	3,600.00	5,400.00
619... Admin Allocation	11,648.00	16,492.00	12,217.99	17,717.00
619... Engineering Allocation	4,768.12	5,259.00	2,375.38	2,747.00
6208 NYS Administrative Assessment	2,072.00	2,131.00	0.00	2,149.00
890... Water Quality Allocation	6,203.50	7,759.00	4,563.01	7,517.00

**Regional Water Line
BUDGET FYE 2021
APPENDIX A-3**

	Account Description	FYE	FYE	Actual	FYE
		3/31/2019	3/31/2020	12/31/2019	3/31/2021
		Actual	Amended Budget		Budget
7032	Depreciation	144,071.56	141,800.00	106,692.41	142,400.00
7002	Amortization	24,366.72	24,400.00	18,275.06	24,400.00
6202	Interest Expense	64,306.88	61,902.00	9,497.25	59,403.00
	Total Expenses	432,433.24	487,475.00	289,935.12	452,610.00
	Change in Net Position	(56,240.51)	(95,176.00)	(6,989.75)	(93,305.00)

**Regional Water Line
BUDGET FYE 2021
APPENDIX A-3**

<u>Account Description</u>	<u>FYE 3/31/2019 Actual</u>	<u>FYE 3/31/2020 Amended Budget</u>	<u>Actual 12/31/2019</u>	<u>FYE 3/31/2021 Budget</u>
STATEMENT OF CASH FLOW FROM OPERATIONS				
(This presentation of Cash Flow does not take into account changes in accruals)				
CHANGE IN NET ASSETS				(93,305.00)
PLUS DEPRECIATION & AMORTIZATION				166,800.00
LESS PRINCIPAL PAYMENTS				(73,494.00)
RESERVE/CAPITAL REQUIREMENTS				
RWL CAPITAL RESERVE				85,000.00
RWL CAPITAL PROJECTS				(85,000.00)
TOTAL RESERVE/CAPITAL REQUIRED				<u>0.00</u>
CASH FLOW				<u><u>1.00</u></u>

**Water Sewer Contracts
BUDGET FYE 2021
APPENDIX A-4**

<u>Account Description</u>		<u>FYE 3/31/2019 Actual</u>	<u>FYE 3/31/2020 Amended Budget</u>	<u>Actual 12/31/2019</u>	<u>FYE 3/31/2021 Budget</u>
Customer Billings					
4001	Customer Billings	\$789,891.73	\$809,980.00	\$571,604.40	\$809,620.00
	Total Customer Billings	789,891.73	809,980.00	571,604.40	809,620.00
	Total Income	789,891.73	809,980.00	571,604.40	809,620.00
Salaries					
500...	Engineering Wages	15,728.33	17,941.00	7,330.11	19,025.00
500...	WQ Wages	377,346.80	271,162.00	241,006.90	266,581.00
5002	Overtime Wages	87,967.25	82,514.00	58,245.64	84,785.00
5005	On-Call Stipend	8,100.00	8,400.00	5,550.00	8,400.00
	Total Salaries	489,142.38	380,017.00	312,132.65	378,791.00
Fringe Benefits					
503...	FICA Expense	32,254.34	29,025.00	21,934.67	28,931.00
503...	Pension Expense	54,527.32	50,112.00	40,239.38	50,083.00
503...	Health Insurance	57,541.82	51,753.00	38,146.79	52,124.00
503...	Workers Comp	31,825.60	24,253.00	21,427.95	25,774.00
503...	Disability Insurance	169.60	200.00	150.03	184.00
504...	Post Retire Overhead	52,061.24	33,902.00	26,811.00	33,143.00
	Total Fringe Benefits	228,379.92	189,245.00	148,709.82	190,239.00
Operations & Maintenance					
5704	O&M Supplies	0.00	500.00	0.00	500.00
5770	Other Tool, Equip & O&M	264.00	500.00	0.00	500.00
8090	Purchases for Resale	15,905.24	50,000.00	10,398.28	50,000.00
	Total O & M	16,169.24	51,000.00	10,398.28	51,000.00
Office & Administrative					
5202	Employee Mileage Reimbursement	44.15	500.00	0.00	500.00
5270	Travel & Meeting Expense	134.25	300.00	35.00	300.00
	Total Office & Admin	178.40	800.00	35.00	800.00
Professional Fees					
5924	Legal	300.00	0.00	0.00	0.00
	Total Professional Fees	300.00	0.00	0.00	0.00
6114	Insurance	13,406.06	14,600.00	10,950.03	17,300.00
619...	Admin Allocation	27,726.00	35,970.00	26,496.82	36,558.00
619...	Engineering Allocation	12,344.14	16,542.00	5,597.80	12,294.00
6208	NYS Administrative Assessment	4,110.00	4,503.00	0.00	4,537.00
890...	Water Quality Allocation	127,907.96	110,930.00	72,704.04	108,593.00
	Total Expenses	919,664.10	803,607.00	587,024.44	800,112.00
	Change in Net Position	(129,772.37)	6,373.00	(15,420.04)	9,508.00

**APPENDIX B
WATER QUALITY MANAGEMENT CAPITAL PROJECTS**

ARMY SEWER LINE

Project Number	Project Description	Fund	Budget FYE 2021	Budget FYE 2022	Budget FYE 2023	Budget FYE 2024	Budget FYE 2025
	WPS HVAC Evaluation/Design Improvements	REV	\$ 50,000	\$ 200,000	\$ -	\$ -	\$ -
	WPS General Maintenance for upgrading and rehabilitation	TBD	\$ -	\$ -	\$ -	\$ 2,000,000	\$ -
	WPS ASL Contract 6 Expansion	TBD	\$ -	\$ -	\$ -	\$ -	\$ 7,850,000
TOTAL ARMY SEWER LINE			\$ 50,000	\$ 200,000	\$ -	\$ 2,000,000	\$ 7,850,000

ARMY WATER LINE

Project Number	Project Description	Fund	Budget FYE 2021	Budget FYE 2022	Budget FYE 2023	Budget FYE 2024	Budget FYE 2025
	AWL Waterline Consult/Evaluation/Repairs	REV	\$ 100,000	TBD	TBD	\$ -	\$ -
	AWL BPS 1/2 SCADA Upgrade	REV	\$ -	\$ -	\$ -	\$ 40,000	\$ -
TOTAL ARMY WATER LINE			\$ 100,000	\$ -	\$ -	\$ 40,000	\$ -

REGIONAL WATER LINE

Project Number	Project Description	Fund	Budget FYE 2021	Budget FYE 2022	Budget FYE 2023	Budget FYE 2024	Budget FYE 2025
43109	RWL TOCV Generator Replacement	CR	\$ 25,000	\$ -	\$ -	\$ -	\$ -
43310	RWL Chaumont River Crossing Bypass	CR	\$ 30,000	\$ -	\$ -	\$ -	\$ -
	RWL Mainline Valve Bolt Repair	CR	\$ 30,000	\$ -	\$ -	\$ -	\$ -
	RWL DBP Mitigation Study	REV	\$ -	\$ 20,000	\$ -	\$ -	\$ -
	RWL Improvements	REV	\$ -	\$ 20,000	\$ 25,000	\$ 25,000	\$ -
	RWL Water Tower	TBD	\$ -	\$ -	\$ -	\$ -	\$ 2,500,000
	RWL LBPS Genset Replacement	TBD	\$ -	\$ -	\$ -	\$ -	\$ 200,000
TOTAL REGIONAL WATER LINE			\$ 85,000	\$ 40,000	\$ 25,000	\$ 25,000	\$ 2,700,000

Fund Description(s)

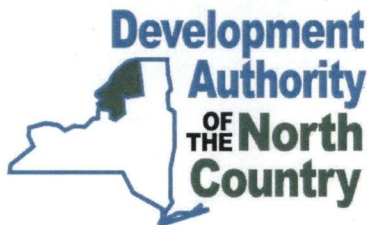
- REV Revenue
- O Operating Investments
- CR Capital Reserve
- TBD To Be Determined

APPENDIX C
Development Authority of the North Country
Army Sewer Line/Army Water Line/Regional Water Line
2020-2021 User Charges Schedule

	2019-2020	2020-2021	Change
<u>Army Sewer</u>	4.58	4.41	-0.16
<u>Army Water</u>	6.39	6.63	0.24
<u>Sewer Connection Rates:</u>			
Town of LeRay - Sanford Corners	3.25	3.14	-0.12
Town of Pamela SD9	3.30	3.18	-0.12
Town of LeRay - North Entry	3.25	3.14	-0.12
Town of Leray SD 4	3.67	3.55	-0.12
Town of Pamela SD3	3.38	3.25	-0.13
Route 3 Sewer	3.53	3.39	-0.14
Route 12	3.28	3.16	-0.12
<u>Water Connection Rates:</u>			
Pamelia District #2, LeRay District #1	2.72	2.92	0.20
Pamelia District #1	2.78	2.98	0.21
Pamelia District #4 & #5	2.83	3.04	0.21
LeRay District #2	3.01	3.25	0.23
Champion	3.40	3.68	0.28

Regional Water Line (COST COMPARISON FY20 / FY21)

Municipality	FY 2020		FY 2021	
	Quarterly Fixed Cost	Variable Cost / KGAL	Quarterly Fixed Cost	Variable Cost / KGAL
T/Cape Vincent (WD 2,3)	\$ 1,507.00	\$ 2.09	\$ 1,490.57	\$ 1.63
Lyme (incl Bus Garage)	\$ 12,809.48	\$ 2.09	\$ 12,669.80	\$ 1.63
Chaumont	\$ 12,055.98	\$ 2.09	\$ 11,924.52	\$ 1.63
Dexter	\$ 9,795.48	\$ 2.09	\$ 9,688.67	\$ 1.63
T/Brownville (incl GBHS)	\$ 12,809.48	\$ 2.09	\$ 12,669.80	\$ 1.63
V/Brownville	\$ 20,344.46	\$ 2.09	\$ 20,122.63	\$ 1.63



Board Resolution No. 2020-03-26
March 26, 2020

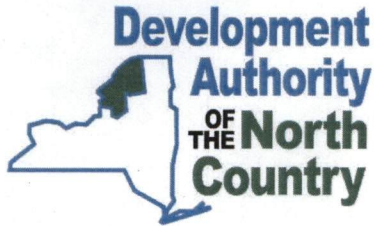
**AUTHORIZING EXECUTIVE DIRECTOR
TO IMPLEMENT COMPENSATION PLAN**

Whereas, the Authority Budget was adopted reflecting appropriations for compensation and benefits, and

Whereas, consistent with the provisions of the personnel policies manual adopted by the Board an annual adjustment pool was reflected in the budget as a percentage of anticipated base salaries for the provision of annual adjustments, reclassifications, promotions, longevity, merit for performance, and

Whereas, the aggregate of adjustments will not exceed the pool established by the Board.

RESOLVED, the Development Authority herewith authorizes the Executive Director to approve compensation adjustments, effective for the fiscal year 2020-2021, commencing April 5, 2020 within the budgetary authorizations and consistent with Authority personnel policies authorized by the Board.



Board Resolution No. 2020-03-27
March 26, 2020

APPROVING MODIFICATIONS TO PERSONNEL POLICY

Whereas, the Development Authority of the North Country operates according to Board policies that are adopted and/or amended by the Board of Directors, as appropriate, and

Whereas, the Personnel Policy of the Development Authority of the North Country is posted on the Development Authority's website, and

Whereas, Executive Management has recommended modifications to the Personnel Policy to reflect changes related to the employee health insurance stipend benefit amount to be annually reviewed and approved by the Governance Committee, and

Whereas, Executive Management has recommended modifications to the Personnel Policy to incorporate the changes contained in the adopted budget for FYE 2021 as reflected in:

- Appendix A – Employees' Standard Work Day
- Appendix C – Non-Exempt Pay Grade Chart
- Appendix D – Organization Chart

RESOLVED, that the Development Authority of the North Country does hereby approve the attached amended portions of the Personnel Policy.

The amount of the stipend will be established annually by the Governance Committee of the Authority and is paid over the course of the year, as part of his or her taxable compensation. The Authority intends this to be a benefit for an employee who has coverage from another source. The employee will be required to provide proof of alternative coverage to be eligible to receive the stipend. The stipend will stop if the employee chooses to enroll in the plan part way through the year, (assuming this enrollment is permitted by the plan).

- b. A retiring employee may choose to continue medical coverage if they are employed by the Development Authority of the North Country, at the time of retirement and meet one of the following conditions: 1) employees who have retired prior to April 1, 2008, must have a minimum of ten (10) years of service; 2) current active employees hired prior to April 1, 2008, must have a minimum of fifteen (15) years of service; 3) employees hired after April 1, 2008, must have a minimum of twenty (20) years of service. When the retiree reaches age 65, Medicare will provide primary coverage, except as otherwise required by law. The Authority may elect to provide an alternative supplemental insurance plan.

Effective January 1, 2016, the rate of retired employees' individual coverage contributions will be established as a fixed amount of contribution as established by the Governance Committee of the Authority Board. If family coverage is elected instead, the Authority will pay for such costs up to the dollar amount provided for individual coverage.

- c. A retiring employee must be a member of the Authority's health insurance plan to continue coverage. If an employee is participating in the "stipend medical insurance alternative", the employee must enroll in the Authority's health insurance plan during the enrollment period prior to the anticipated year of retirement.
- d. If a retired employee does not satisfy the requirements in (b) and (c), medical coverage for both the retired employee and any dependents who had medical coverage will terminate at retirement. Both the retired employee and dependents will have the right to continue coverage for a period of time at their own expense under the "COBRA" rules referred to in subparagraph (e).
- e. The Consolidated Omnibus Budget Reconciliation Act of 1986, as amended ("COBRA"), requires that previously covered employees and dependents who are considered "qualified beneficiaries" have the opportunity to elect continuing coverage under the medical plan for a specified period, at their own expense, when coverage would otherwise end due to an employee's termination of employment (or reduction in hours of employment). In addition, dependents that are qualified beneficiaries have the right to elect COBRA coverage upon the occurrence of certain other events that are "qualifying events" under the COBRA rules.

2. Workers Compensation Insurance

Employees suffering an injury or illness on the job are eligible for Workers' Compensation Benefits. All payments made by the Authority's insurance carrier for wage reimbursements will be received at the Administrative Office and forwarded by the Authority to the employee.

The day of occurrence (Day 1) of the injury/illness, where the employee is required to obtain medical attention, will be considered a full day of regular employment at the employee's usual wage rate. Time lost due to the injury/illness on the day of occurrence will not be charged against accrued sick time.

For the next seven calendar days (Days 2-8), the employee may utilize accrued sick time for the number of regularly scheduled hours of work lost due to the injury/illness. The employee may not claim sick time in excess of the amount accrued.

After seven calendar days, Workers' Compensation benefits become payable to the employee. The employee will not receive compensation from the Authority while eligible for such benefits.

For injuries/illnesses which require the employee to remain away from work for more than fifteen calendar days, Workers' Compensation will begin to pay benefits for wages during the first seven calendar days. Such retroactive benefits will be returned to the Authority by the employee. In return, the Authority will reinstate the employee's accrued sick time on a prorate basis.

Employees will continue to accrue vacation and sick time during the first seven calendar days of time lost due to injury/illness. Accrual of paid leave will terminate on the eighth calendar day and will be resumed upon the employee's return to work.

For purposes of retirement, the employee will not be considered to be on the Authority payroll while receiving Workers' Compensation benefits. During that time, no contributions will be made on behalf of the employee nor will time of service be credited.

Once an employee has received Workers' Compensation benefits for 30 days, the employee will become responsible for remitting to the Authority their portion of payments for participatory benefits sponsored by the Authority (e.g., Health Insurance).

APPENDIX A
EMPLOYEES' STANDARD WORK DAY

Administration/Regional Development

Title	Work Location	Standard Work Day	FLSA
Executive Assistant	SOB	8.0 Hours	Non-Exempt
Chief Fiscal Officer/Deputy Executive Director	SOB	8.0 Hours	Exempt
Accounting Associate	SOB	8.0 Hours	Non-Exempt
Accountant I	SOB	8.0 Hours	Exempt
Human Resources Director	SOB	8.0 Hours	Exempt
Regional Development Director	SOB	8.0 Hours	Exempt
Administrative Assistant I	SOB	8.0 Hours	Non-Exempt
Senior Project Development Specialist	SOB	8.0 Hours	Exempt
Project Development Specialist	SOB	8.0 Hours	Exempt
Executive Director	SOB	8.0 Hours	Exempt
Director of Public Affairs and Communications	SOB	8.0 Hours	Exempt
Deputy Comptroller	SOB	8.0 Hours	Exempt
HR Assistant Director	SOB	8.0 Hours	Exempt
Community Planner	SOB	8.0 Hours	Exempt
Procurement Coordinator	SOB	8.0 Hours	Exempt
Director of Administration	SOB	8.0 Hours	Exempt
IT Network Administrator	SOB	8.0 Hours	Exempt
IT Application Analyst	SOB	8.0 Hours	Exempt
Housing Code Inspector	SOB	8.0 Hours	Non-Exempt

Engineering/Environmental

Title	Work Location	Standard Work Day	FLSA
Director of Engineering and Environmental	Warneck Pump Station	8.0 Hours	Exempt
Project Engineer	Clayton	8.0 Hours	Exempt
Project Engineer	Ogdensburg	8.0 Hours	Exempt
Project Engineer (GIS)	Warneck Pump Station	8.0 Hours	Exempt
Controls Engineer II	Warneck Pump Station	8.0 Hours	Exempt
Controls Engineer Trainee	Warneck Pump Station	8.0 Hours	Exempt
Assistant Director of Engineering	Warneck Pump Station	8.0 Hours	Exempt
GIS Specialist	Warneck Pump Station	8.0 Hours	Exempt
Administrative Associate	Warneck Pump Station	8.0 Hours	Non-Exempt
Water Quality Supervisor I	Clayton	8.0 Hours	Exempt
Water Quality Supervisor I	Carthage	8.0 Hours	Exempt
Water Quality Supervisor I	Ogdensburg	8.0 Hours	Exempt
Water Quality Supervisor I	Malone	8.0 Hours	Exempt

Materials Management Facility

Title	Work Location	Standard Work Day	FLSA
MMF Truck Driver	Materials Management	8.0 Hours	Non-Exempt
MMF Maintenance Technician I	Materials Management	8.0 Hours	Non-Exempt
Landfill Superintendent	Materials Management	8.0 Hours	Exempt
Materials Management Division Manager	Materials Management	8.0 Hours	Exempt
MMF Lead Truck Driver	Materials Management	8.0 Hours	Non-Exempt
Environmental Specialist	Materials Management	8.0 Hours	Non-Exempt
Customer Service Coordinator	Materials Management	8.0 Hours	Non-Exempt
MMF Lead Maintenance Technician	Materials Management	8.0 Hours	Non-Exempt
MMF Maintenance Technician II	Materials Management	8.0 Hours	Non-Exempt
MMF Lead Equipment Operator	Materials Management	8.0 Hours	Non-Exempt
MMF Equipment Operator II	Materials Management	8.0 Hours	Non-Exempt
MMF Equipment Operator I	Materials Management	8.0 Hours	Non-Exempt
Recycling Coordinator	Materials Management	8.0 Hours	Exempt
Environmental Technician I	Materials Management	8.0 Hours	Non-Exempt
MMF Maintenance Technician Assistant	Materials Management	8.0 Hours	Non-Exempt
Environmental Assistant	Materials Management	8.0 Hours	Non-Exempt
Assistant Landfill Superintendent	Materials Management	8.0 Hours	Exempt
Materials Management Supervisor	Materials Management	8.0 Hours	Exempt
Environmental Coordinator	Materials Management	8.0 Hours	Exempt
Recycling Compliance Officer	Materials Management	8.0 Hours	Non-Exempt
Administrative Assistant I	Materials Management	8.0 Hours	Non-Exempt
Equipment Operator I	Harrisville	8.0 Hours	Non-Exempt
Maintenance Technician Assistant	Harrisville	8.0 Hours	Non-Exempt

Telecommunications

Title	Work Location	Standard Work Day	FLSA
Telecommunications Division Manager	120 Washington Street	8.0 Hours	Exempt
Director of Network Facilities	120 Washington Street	8.0 Hours	Exempt
Telecom Chief Technology Officer	120 Washington Street	8.0 Hours	Exempt
Director of Network Architecture and Engineering	120 Washington Street	8.0 Hours	Exempt
Telecommunications Business Development Representative	120 Washington Street	8.0 Hours	Exempt
Senior Telecom Specialist	120 Washington Street	8.0 Hours	Exempt
Director of Network Management and Security	120 Washington Street	8.0 Hours	Exempt
Administrative Associate	120 Washington Street	8.0 Hours	Non-Exempt
Telecom Specialist	120 Washington Street	8.0 Hours	Exempt
Telecom Specialist – Network Engineering	120 Washington Street	8.0 Hours	Exempt
Telecom Specialist – Facilities	Keeseville	8.0 Hours	Exempt

Water Quality

Title	Work Location	Standard Work Day	FLSA
WQ Operator V	Warneck Pump Station	8.0 Hours	Non-Exempt
WQ Operator IV	Warneck Pump Station	8.0 Hours	Non-Exempt
WQ Operator I	Warneck Pump Station	8.0 Hours	Non-Exempt
WQ Technician II	Warneck Pump Station	8.0 Hours	Non-Exempt
WQ Technician I	Warneck Pump Station	8.0 Hours	Non-Exempt
Administrative Associate	Warneck Pump Station	8.0 Hours	Non-Exempt
Water Quality Division Manager	Warneck Pump Station	8.0 Hours	Exempt
Lead WQ Operator	Warneck Pump Station	8.0 Hours	Non-Exempt
WQ Project Engineer	Warneck Pump Station	8.0 Hours	Exempt

**APPENDIX B
PAYROLL CHANGE NOTICE**

Development Authority of the North Country
317 Washington Street, Suite 414, Watertown, NY 13601
(315) 661-3200

REPORT OF PERSONNEL CHANGES

Employee Name (First, MI, Last)	Division

CHANGES (Division Manager completes this section.)			
	FROM	TO	Effective Date
Employee Status (Full, PartTime, Temp)			
Job Title			
Position ID			
Supervisor			
Pay Type (Hourly/Salary)			
Hourly Rate			
Salary Rate			
Overtime Rate (If Applicable)			
Pay Grade/Step (HR, Step 1, JR)			
Address			
Phone			

CHANGES (Accounting Department completes this section.)			
Employee ID	FROM	TO	Effective Date
Employee Status (Active/Inactive)			
Expense Sub & GL Subaccount			
Pay Group ID			
Labor Class			
Health Insurance Family			
Health Insurance Single			
Health Stipend			
Benefit ID			

- REASONS FOR CHANGES**
- New Hire: Start Date _____ First Pay Date _____ Bi-Weekly
- Leave of Absence: Start Date _____ End Date _____
- Rehired
- Merit Increase Pay Grade/Step Increase
- Performance Evaluation Demotion
- Promotion Termination: Effective Date _____
- Reclassification Resignation: Effective Date _____
- Transfer Retirement: Effective Date _____
- Longevity Service Award Suspension without Pay
- Other

AUTHORIZATION (appropriate signature)	
Employee Signature	Date
Division Manager Signature	Date
Executive Director Signature	Date

ORIGINAL - PERSONNEL FILE
CC: EMPLOYEE
Updated: 2/29/2016

REPORT OF PERSONNEL CHANGES – Definition of Terms

Changes to be completed by Division Manager:

Employee Name: First Name, Middle Initial, Last Name

Division: Name of Division where employee works

Employee Status: Full-time, Part-time, Temporary

Job Title: Title of position

Position ID: ID Number Associated with Job Title from Employee Position ID Roster

Supervisor: Name of Time & Expense Approver

Pay Type: Hourly or Salary

Hourly Rate: Pay rate per hour

Salary Rate: Annual salary pay

Overtime Rate (if applicable): 1½ times hourly rate for any hours worked over 40 hours per week

Pay Grade/Step: For hourly employees only; refer to Appendix C, Pay Grade Chart, Personnel Policy

Address: Street, PO Box, City, State, Zip Code

Phone: Home or Cell Telephone Number

Changes to be completed by Accounting Department:

Employee ID: Payroll ID

Employee Status: Indicates whether or not payroll timesheets, calculations and check printing are allowed

Expense Sub & GL Subaccount: Specifies which division the employee's payroll expense should normally be charged

Pay Group ID: To assign an employee to a pay group within the Accounting system.

Labor Class: To assign an employee to a labor class within the Accounting system.

Health Insurance Family: Health insurance employee/spouse, employee/child(ren), or family coverage

Health Insurance Single: Health insurance individual coverage

Health Stipend: An employee who opts not to participate in the Authority's medical insurance plan will receive a \$3,750 cash stipend over the course of the year as part of his/her taxable compensation

Benefit ID: Code that distinguishes benefit accruals based on hire date and length of service

Reasons for Changes:

New Hire – State Date: New employee – first day of work

New Hire – First Pay Date: New employee – date receive first paycheck

Leave of Absence: Permission to be absent from work for a specified amount of time

Rehired: To hire a former employee

Merit Increase: Increase in wages achieved through superior performance on the job at a time other than during the annual performance evaluation

Performance Evaluation: The job performance of an employee is evaluated by the employee's supervisor at the completion of the orientation period and on an annual basis thereafter

Promotion: An employee's advancement within the Authority

Reclassification: Re-evaluation of existing job

Transfer: An employee changes official duty station to another Authority division

Longevity Service Award: A single, non-recurring payment to employees upon completion of five, ten, fifteen, twenty and twenty-five years of continuous service with the Authority

Pay Grade Step Increase: Increase in pay grade due to training and certification

Demotion: To reduce in pay grade or position

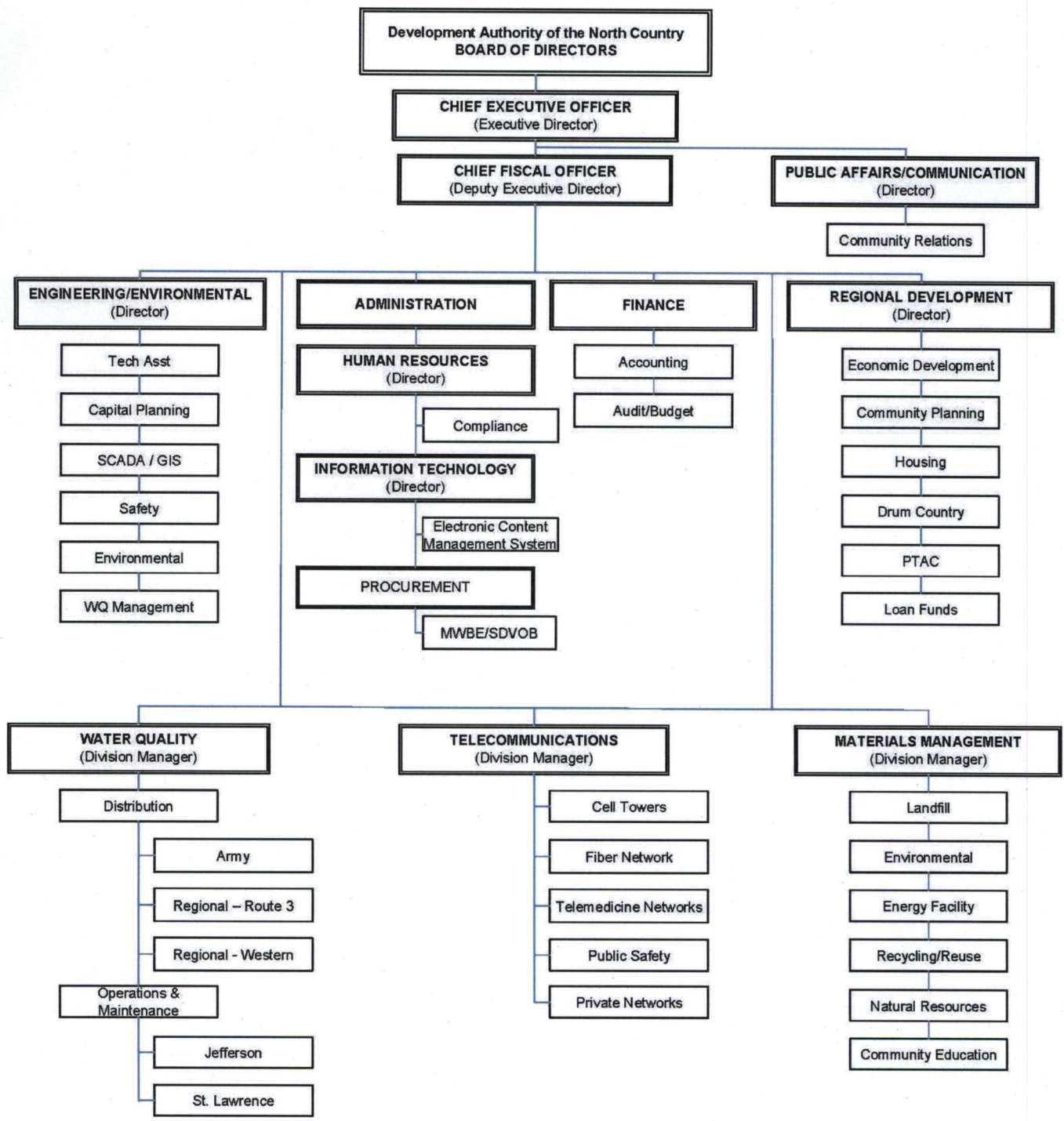
Termination: The end of an employee's position with the Authority

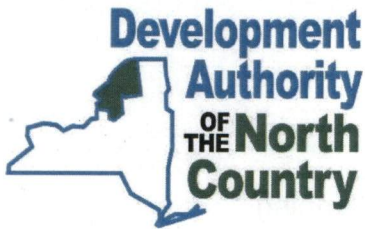
Resignation: To give up a position by formal notification

Retirement: An employee who withdraws from employment; to stop working

Suspension without Pay: A disciplinary measure that prevents an employee from coming to work for certain day(s) and docking the employee's pay accordingly

**APPENDIX D
ORGANIZATION CHART**





Board Resolution No. 2020-03-28
March 26, 2020

AUTHORIZING PROFESSIONAL SERVICES CONTRACTS

Whereas, General Municipal Law Section 103 states that for reasons of efficiency or economy there is need for standardization for a particular type or kind of equipment, material, supplies or services, and

Whereas, the Development Authority of the North Country maintains professional service contracts with firms that provide specialized expertise, skills, and knowledge to the Authority, and

Whereas, the professional services firms listed below have direct experiential knowledge of the specialized operations of the Authority, the needed expertise, and a proven record of performance, such that a continued relationship will be a benefit to the Authority, and

Whereas, the fees or rates charged by the professional services firms listed below are commensurate with those charged for such services in their respective professions in this locale, and

Whereas, the Development Authority of the North Country's Procurement Policy requires Board authorizations for professional services contracts on an annual basis.

RESOLVED, that the Development Authority of the North Country does hereby authorize professional services contracts, as follows:

Legal Services

Mackenzie Hughes, LLP
Bond, Schoeneck & King
Victoria A. Ramundo
Germano & Cahill, PC
Wladis Law
Schwerzmann & Wise PC
Barclay Damon

Architectural & Engineering Services

Barton & Loguidice, PC
GYMO, PC

Financial Services

The Bank of New York
Comerica
RBC Dain Rauscher
Community Bank

Computer Services

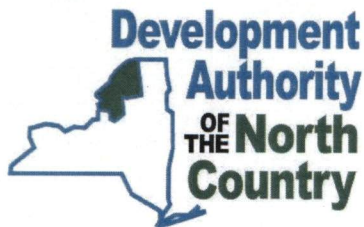
SVA Consulting
Optimization Technology
VHB Engineering
Waypoint Technology Group
RTB/Continuum Systems
Scadatek
NexGen
Paradigm Software
Evo Studios
IV4
HACH

Consulting Services

Converse Laboratories
CC Environmental & Planning
DataVal
Davey Resource Group

Security Services

AllTech Integrations, Inc



Board Resolution No. 2020-03-29
March 26, 2020

**STANDARDIZING UPON CERTAIN EQUIPMENT FOR USE IN
RELATION TO THE MATERIALS MANAGEMENT DIVISION**

Whereas, General Municipal Law Section 103 states that for reasons of efficiency or economy there is need for standardization for a particular type or kind of equipment, material, supplies or services, and

Whereas, Development Authority of the North Country's Materials Management Division utilizes sophisticated equipment purchased and installed in accordance with the engineered design and construction specifications, and

Whereas, the experience to date with the operation of the Materials Management Division has shown the equipment to be performing in accordance with all expectations and intentions, and

Whereas, staff recommends that the Authority standardize on specific manufacturers for the purchase of certain classes or items of Materials Management Division equipment based upon the following reasons: (1) to assure the best compatibility with the existing technology and operation, and (2) to realize economic benefits through the ability to provide for consistent trouble shooting, the ease of maintaining back-up inventory, and the ease of providing common training for staff, and

Whereas, General Municipal Law 103 requires board authorization for standardization of equipment, materials, supplies or services and

Whereas, the Facilities Committee has reviewed the matter and recommends that the Board standardize purchases of those classes of equipment for use in the Materials Management Division for the reasons recommended, and in the manner proposed by staff, and

RESOLVED, that the Development Authority of the North Country hereby finds that standardization for purchases of certain classes of equipment for use in the Materials Management Division as necessary for construction or operational activities will obtain economic and efficiency benefits, and is therefore in the best interests of the Authority, and further be it

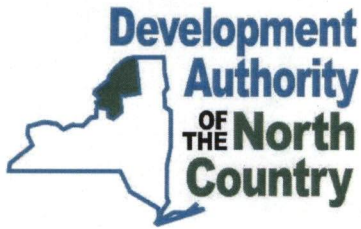
RESOLVED, that this Resolution shall take effect immediately.

Resolution No. 2020-03-29

Schedule A

MATERIALS MANAGEMENT DIVISION EQUIPMENT STANDARDIZATION

CLASSIFICATION	MANUFACTURER/MODEL
Remote Terminal Units (RTU)	Emerson Process Management/Bristol
Spread Spectrum RTU Radios	GE-MDS, LLC
Surgebuster Swing Check Valves	Val-Matic Valve & Manufacturing Corp.
GPS Locating Equipment	Trimble
Compaction GPS Hardware	Geologic Orion
Variable Frequency Drives	ABB
Full Flow Pipe Flow Meters	Endress-Hausser, Inc.
Open Channel Flow Meters	ISCO, Inc.
Landfill Compactor	Caterpillar (836)
Articulated Hauler (Ejector)	Caterpillar (730)
LFG Wellheads	QED Environmental Systems
LFG Well Pumps	QED Environmental Systems
HDPE Fusion Equipment	McElroy Manufacturing



Board Resolution No. 2020-03-30
March 26, 2020

**STANDARDIZING UPON CERTAIN EQUIPMENT FOR USE IN RELATION
TO THE OPEN ACCESS TELECOMMUNICATIONS NETWORK**

Whereas, General Municipal Law Section 103 states that for reasons of efficiency or economy there is need for standardization for a particular type or kind of equipment, material, supplies or services, and

Whereas, the construction of the Open Access Telecommunications Network (OATN) by the Development Authority of the North Country involved the use of sophisticated equipment purchased and installed in accordance with the engineered design and construction specifications, and

Whereas, the experience to date with the operation of the OATN has shown the equipment to be performing in accordance with all expectations and intentions, and

Whereas, staff recommends that the Authority standardize on specific manufacturers for the purchase of telecommunications equipment for use in the OATN based upon the following reasons: 1) to assure compatibility with our existing network technology and operation; in addition to being able to transmit data across the network, all network elements must also have the capability to exchange signaling and alarm information, interoperate with similar protocols and features, create data transfer sessions, have a common network management platform, require remote access for diagnostic information, and must be able to interoperate with adjacent nodes, and 2) provide consistent troubleshooting for more rapid repair of customer troubles and 3) to enable replacement of like parts in the event of an equipment failure, and 4) to enable a more efficient upgrade of our network, and 5) to reduce the cost of having multiple vendor maintenance fees, and 6) for providing the most cost-effective means of maintaining spare inventory, and 7) for providing common training for staff and

Whereas, General Municipal Law 103 requires board authorization for standardization of equipment, materials, supplies or services.

RESOLVED, that the Board of the Development Authority of the North Country hereby finds that standardization for purchases of certain classes of information technology and telecommunications equipment for use in the OATN as necessary for construction or operational activities will obtain economic and efficiency benefits, and is therefore in the best interests of the Authority, and further be it

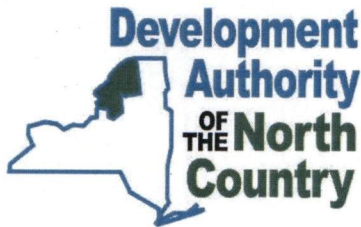
RESOLVED, that this Resolution shall take effect immediately.

Resolution No. 2020-03-30

Schedule A

**OPEN ACCESS TELECOMMUNICATIONS NETWORK
EQUIPMENT STANDARDIZATION**

CLASSIFICATION	MANUFACTURER/MODEL
Transport/Data/Media Conversion	Cisco Systems Ciena Adtran Juniper Advantage Optics Precision Optics
Monitoring	DPS Telecom Orion/SolarWinds
Electrical/Optical Cross Connect	ADC FIS
Power	Argus Power Systems TSI Power Emerson Network Power
Superstructure	Moreng Telecom
DWDM	Infinera
GPS Locating Equipment	Trimble
Fiber Panels	Clearfield FDP (CO) FiberOne (Customer Site)



Board Resolution No. 2020-03-31
March 26, 2020

**STANDARDIZING UPON CERTAIN EQUIPMENT FOR USE
IN RELATION TO THE WATER QUALITY MANAGEMENT DIVISION**

Whereas, General Municipal Law Section 103 states that for reasons of efficiency or economy there is need for standardization for a particular type or kind of equipment, material, supplies or services, and

Whereas, Development Authority of the North Country's Water Quality Management Division utilizes sophisticated equipment purchased and installed in accordance with the engineered design and construction specifications, and

Whereas, the experience to date with the operation of the Water Quality Management Division has shown the equipment to be performing in accordance with all expectations and intentions, and

Whereas, staff recommends that the Authority standardize on specific manufacturers for the purchase of certain classes or items of water/wastewater equipment based upon the following reasons: (1) to assure the best compatibility with the existing technology and operation, and (2) to realize economic benefits through the ability to provide for consistent troubleshooting, the ease of maintaining back-up inventory, and the ease of providing common training for staff, and

Whereas, General Municipal Law 103 requires board authorization for standardization of equipment, materials, supplies or services and

Whereas, the Facilities Committee has reviewed the matter and recommends that the Board standardize purchases of those classes of water/wastewater equipment for use in the Water Quality Management Division for the reasons recommended, and in the manner proposed by staff, and

RESOLVED that the Development Authority of the North Country hereby finds that standardization for purchases of certain classes of equipment for use in the Water Quality Management Division as necessary for construction or operational activities will obtain economic and efficiency benefits, and is therefore in the best interests of the Authority, and further be it

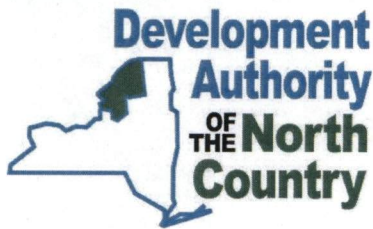
RESOLVED, that this Resolution shall take effect immediately.

Resolution No. 2020-03-31

Schedule A

WATER QUALITY MANAGEMENT DIVISION EQUIPMENT STANDARDIZATION

CLASSIFICATION	MANUFACTURER/MODEL
Air Relief Valves	A. R. I. Flow Control Accessories
Chemical Feed Pumps (diaphragm)	Liquid Metronics Incorporated (LMI)
Chemical Feed Pumps (peristaltic)	Blue-White Industries, Ltd.
Chlorine Analyzers	HACH Company
Grinder Pumps	Environmental One Corp. (E-ONE)
Full Flow Pipe Flow Meters	Endress-Hausser Inc.
Open Channel Flow Meters	ISCO, Inc.
pH Analyzers	HACH Company
Pressure Transmitters	Invensys Foxboro
Remote Terminal Units (RTU)	Emerson Process Management/Bristol
Surgebuster Swing Check Valves	Val-Matic Valve & Manufacturing Corp.
Variable Frequency Drives	ABB
Spread Spectrum RTU Radios	GE-MDS, LLC
Regional Water Line Compound Flow Meters	Master Meter, Inc.
Regional Water Line Control Valves	Ross Valve Manufacturing Company, Inc.
GPS Locating Equipment	Trimble



Board Resolution No. 2020-03-32
March 26, 2020

AUTHORIZING STANDARDIZED COMPUTER SOFTWARE PROGRAMS

Whereas, General Municipal Law Section 103 states that for reasons of efficiency or economy there is need for standardization for a particular type or kind of equipment, material, supplies or services, and

Whereas, the Development Authority of the North Country utilizes a variety of computer software programs to provide for efficient operations across multiple Authority Divisions. Such programs track and manage critical data to provide for continuity of operations across the multiple divisions of the Authority, and

Whereas, maintaining standardized software programs provides for economy of scale and is deemed cost effective by 1) assuring compatibility with existing technology and operations, (2) reducing downtime in the event of IT system failure, and 3) providing for common platform for training staff, and

Whereas, the computer software programs listed below provide for a common IT infrastructure across Authority Divisions. The software contains historical data, such that a continued use and upgrades will be a benefit to the Authority, and

Whereas, General Municipal Law 103 requires board authorization for standardization of equipment, materials, supplies or services.

RESOLVED, that the Development Authority of the North Country does hereby authorize the standardization of computer software programs, as follows:

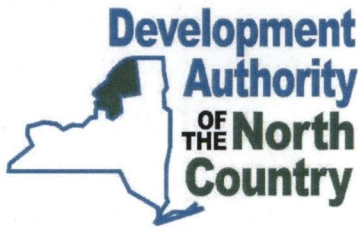
DESCRIPTION

Accounting Software
Purchase Requisition Software
Office Suite Applications
Network Security Software
Antivirus Software
SCADA Alarm Software
SCADA Software/RTU
GIS Software

SOFTWARE PROGRAM

Microsoft Dynamics SL
eRequester (Paperless Business Systems)
Microsoft Office, Adobe Professional
OpenDNS
Webroot
Specter Instruments: WIN-911
GE Intelligent Platforms: IFIX and Historian
SyTech: XLReporter
Emerson Process Mgmt/Bristol: OpenBSI Suite
ESRI

MMF Scale & Billing Software	CompuWeigh (Paradigm Software)
Water & Sewer Data Collection Software	WIMS/Claros (HACH)
Pipeline Inspection Software	PipeLogix
Fiber Management Software	NetDesigner/Enghouse
Fiber Assignment Software	FileMaker
GPS Compaction Software	Geologic Orion
Asset Management Software	NexGen Utility Management
Electronic Content Management System	OnBase (Hyland)
Loan Portfolio Management Software	PIDC
IT Management and Imaging Software	Desktop Central
Network Alarm Software	PRTG Network Monitoring
3-D Draw & Design Software	AutoCad
E-mail Phishing Software	KnowBe4
Two-Factor Authentication Software	Duo
HR Software	Bamboo HR
File Sharing Software	Drop Box and ShareBase
Network Web Filter Software	Barracuda
Backup & Disaster Recovery Appl	Barracuda
Remote Access Software	Team Viewer
E-mail Spam Filter Software	Titan HQ
Video Conferencing Software	Zoom
VPN	Cisco Anyconnect
Amortization Software	Time Value
Server Monitoring Software	Uptime Robot
Email Filtering Software	ORF Fusion
Internet and Intranet Web Host	EVOGOV
Radiation Detection Software	RadComm Controller



Board Resolution No. 2020-03-33
March 26, 2020

**AUTHORIZING THE WRITE-OFF OF CERTAIN LOAN RECEIVABLES
AS BAD DEBTS**

Whereas, the Development Authority of the North Country ("Authority") reviews its receivables using Generally Accepted Accounting Principal guidelines to determine the collectability of all accounts on the Authority's Statement of Net Position, and

Whereas, based on such review, the following loan receivables have been deemed uncollectable and recommended for write-off by the Finance Committee:

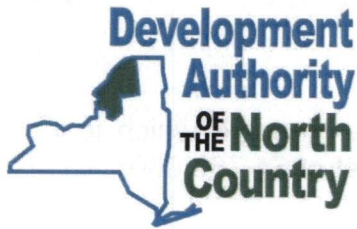
CDLF LOAN FUND:

Stephen Winkler \$ 14,763.38

HOUSING LOAN REVOLVING FUND:

AYDM \$276,722.44

RESOLVED, the Authority authorizes the write-off of the above identified receivables and further directs the Deputy Executive Director to make adjustments to the Authority's financial statements to reflect this transaction.



Board Resolution No. 2020-03-34
March 26, 2020

CLOSURE IV
MATERIALS MANAGEMENT
CAPITAL BUDGET AMENDMENT

Whereas, pursuant to Resolution #2019-03-26, the Board of Directors adopted the capital budget for the Closure IV Capital Project (20165) for the design and construction of Closure IV of the Landfill Capping System. Closure IV includes capping the side slopes of Cells 8, 9, 10 and 11 and includes the expansion of the Landfill Gas System with additional extraction wells and associated piping. Closure IV is required pursuant to the Authority's Part 360 Permit with New York State Department of Environmental Conservation, and

Whereas, the FY 2020 Closure IV Capital Budget of \$3,400,000 was developed in conjunction with consulting engineers based on 13 acres of capping system utilizing estimated costs as of January 2019, and

Whereas, the Authority sought competitive bids for the closure project with an expanded scope increasing capping to 14.5 acres and the related increase and extension of landfill gas collection system, and

Whereas, on January 8, 2020, the Authority received sealed bids from Kubricky Construction of \$4,516,000 and Marcy Excavation Services for \$4,269,262, both bids have been evaluated and deemed responsive and responsible bids, and therefore it is the Authority's intent to award to the lowest responsive bidder, and

Whereas, the increased scope of Closure IV will reduce the scope of the Closure V, thereby remaining within the project closure reserve projections, however, necessitating a capital budget amendment for Closure IV, and

Whereas, the Amended Budget of the Closure IV Project utilizing actual bid results is \$4,765,000, as detailed below:

<u>Closure IV Costs</u>	<u>ORIGINAL</u>	<u>AMENDED</u>
Scope	13 acres	14.5 acres
Engineering	\$ 314,000	\$ 314,000
Legal	\$ 5,000	\$ 5,000
Construction	\$ 3,000,000	\$ 4,269,262
Contingency	\$ 81,000	\$ 176,738
Total Closure IV Costs	\$ 3,400,000	\$ 4,765,000

Whereas, the Closure IV Project is funded from the Closure Reserve which is sufficiently capitalized to fund the Amended Closure IV Capital Budget of \$4,765,000.

RESOLVED, the Development Authority of the North Country herewith authorizes an increase in the Closure IV Capital Project (20165) from \$3,400,000 to \$4,765,000, and be it further

RESOLVED, the Closure IV Capital Project shall be funded from the Closure Reserve, and be it further

RESOLVED, the Executive Director is herewith authorized to execute the necessary contracts and notice to proceed.

Whereas, the FY 2020 Closure IV Capital Budget of \$3,400,000 was developed in accordance with consulting engineering fees based on 13 acres of capting system installation estimated costs as of January 2019, and

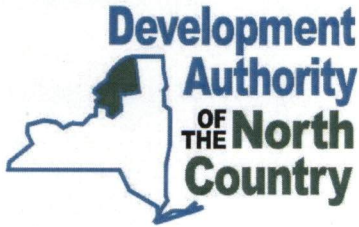
Whereas, the Authority sought competitive bids for the closure project with an expanded scope increasing caping to 14.5 acres and the related increase and extension of landfill gas collection system, and

Whereas, on January 8, 2020, the Authority received sealed bids from Kennedy Construction of \$4,512,000 and Tacey Excavation Services for \$4,288,285. Bids have been evaluated and deemed responsive and responsible, and the Authority's intent to award to the lowest responsive bidder, and

Whereas, the increased scope of Closure IV will reduce the scope of the Closure V, thereby remaining within the project closure reserve program, however necessitating a capital budget amendment for Closure IV, and

Whereas, the Amended Budget of the Closure IV project utilizing actual bid results is \$4,765,000, as detailed below:

Closure IV Costs	ORIGINAL	AMENDED
Scope	13 acres	14.5 acres
Engineering	\$ 314,000	\$ 314,000
Legal	\$ 5,000	\$ 5,000
Construction	\$ 2,980,000	\$ 4,288,285
Contingency	\$ 101,000	\$ 170,738
Total Closure IV Costs	\$ 3,400,000	\$ 4,768,000



Board Resolution No. 2020-03-35
March 26, 2020

**TECHNICAL SERVICES AGREEMENT
VILLAGE OF LYONS FALLS
LIBRARY MASONRY REHABILITATION PROJECT**

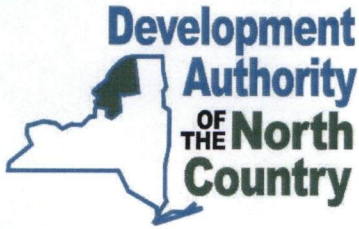
Whereas, the Development Authority of the North Country (hereinafter "Authority") has provided Technical Services for Phase 1 Redevelopment Planning of the former Lyons Falls Pulp and Paper Mill in accordance with an agreement dated July 23, 2012 (Resolution 2012-05-01), for Phase 2 Redevelopment Planning in accordance with an agreement dated September 24, 2014 (Resolution 2014-08-11), for Phase 3 Redevelopment Planning in accordance with an agreement dated April 11, 2016 (Resolution 2016-03-42), and for Phase 4 Redevelopment Planning in accordance with an agreement dated May 21, 2018 (Resolution No. 2018-05-59) to the Village of Lyons Falls (hereinafter "Village"), and

Whereas, the Village requested additional technical services from the Authority to provide grant administration, project management, and construction phase services for their Library Masonry Rehabilitation Project, and

Whereas, the Village in conjunction with the Lyons Falls Library was awarded an \$83,795 grant from the New York State Library Construction Grant Program to complete a comprehensive masonry rehabilitation project to cut out and replace existing mortar and replace loose stones in the exterior walls of the Library with an estimated project cost of \$167,590, and

Whereas, the Agreement is for an amount not to exceed \$6,000.

RESOLVED, that the Technical Services Agreement, by and between the Authority and the Village of Lyons Falls, is hereby approved. The Executive Director is hereby authorized and directed to execute said Agreement Amendment.



Board Resolution No. 2020-03-36
March 26, 2020

**TECHNICAL SERVICES AGREEMENT
VILLAGE OF LYONS FALLS
LIBRARY WOODWORK REHABILITATION PROJECT**

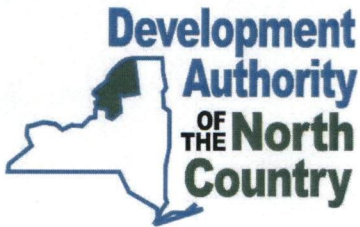
Whereas, the Development Authority of the North Country (hereinafter "Authority") has provided Technical Services for Phase 1 Redevelopment Planning of the former Lyons Falls Pulp and Paper Mill in accordance with an agreement dated July 23, 2012 (Resolution 2012-05-01), for Phase 2 Redevelopment Planning in accordance with an agreement dated September 24, 2014 (Resolution 2014-08-11), for Phase 3 Redevelopment Planning in accordance with an agreement dated April 11, 2016 (Resolution 2016-03-42), and for Phase 4 Redevelopment Planning in accordance with an agreement dated May 21, 2018 (Resolution No. 2018-05-59) to the Village of Lyons Falls (hereinafter "Village"), and

Whereas, the Village requested additional technical services from the Authority to provide grant administration, project management, and construction phase services for their Library Woodwork Rehabilitation Project, and

Whereas, the Village in conjunction with the Lyons Falls Library was awarded a \$79,009 grant from the New York State Library Construction Grant Program to complete a comprehensive woodwork rehabilitation project to restore the wood interior ceiling, exterior wood soffit and fascia, and exterior stairway with an estimated project cost of \$123,100 and

Whereas, the Agreement is for an amount not to exceed \$17,000.

RESOLVED, that the Technical Services Agreement, by and between the Authority and the Village of Lyons Falls, is hereby approved. The Executive Director is hereby authorized and directed to execute said Agreement Amendment.



Board Resolution No. 2020-03-37
March 26, 2020

TECHNICAL SERVICES AGREEMENT AMENDMENT No. 2
VILLAGE OF LYONS FALLS
PHASE 4 ENGINEERING AND REDEVELOPMENT PLANNING

Whereas, pursuant to **Resolution No. 2018-05-59**, the Development Authority of the North Country (Authority) and the Village of Lyons Falls (Village) entered into an Agreement dated May 21, 2018 to provide Engineering Services and Redevelopment Planning Services, for an amount not to exceed \$35,000, and

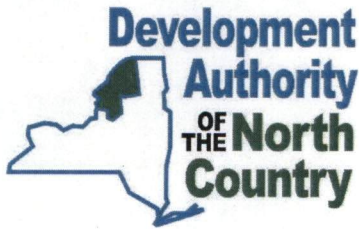
Whereas, pursuant to **Resolution No. 2019-09-94**, the Authority entered into Amendment 1 dated September 20, 2019 to increase the Authority's scope due to delays in the project extending demolition activities until December 2019, thereby resulting in additional expenses of \$20,000, and

WHEREAS, the Phase 4 project was scheduled to be substantially complete by December 2019 but due to the discovery of asbestos in Building 21, final debris removal/site grading, and site improvements will occur in the Spring 2020, and

WHEREAS, in December 2019 the Village was awarded a State and Municipal Facilities Program ("SAM") Grant in the amount of \$200,000 to assist with Phase IV demolition activities, and the Authority's assistance has been requested to administer this grant and draft a change order to the contractor to complete additional work to utilize these funds, and

Whereas, the increased project schedule and additional grant administration will result in additional expenses of \$10,000, bringing the not to exceed amount of the contract to \$65,000.

RESOLVED, that the **Technical Services Agreement Amendment No. 2**, by and between the Authority and the Village of Lyons Falls, is hereby approved. The Executive Director is hereby authorized and directed to execute said Agreement Amendment.



Board Resolution No. 2020-03-38
March 26, 2020

**SCADA SERVICES AGREEMENT AMENDMENT
TOWN OF CLIFTON
NEWTON FALLS WATER SYSTEM IMPROVEMENTS**

Whereas, pursuant to **Resolution No. 2019-10-110**, the Development Authority of the North Country (Authority) and the Town of Clifton (Town) entered into an Agreement dated October 16, 2019 to provide a Remote Terminal Unit (RTU) Control Panel for the metering/chlorination building at the Newton Falls Water Storage Tank and integrate this control panel with the Star Lake Supervisory Control and Data Acquisition (SCADA) system for an amount not to exceed \$25,000, and

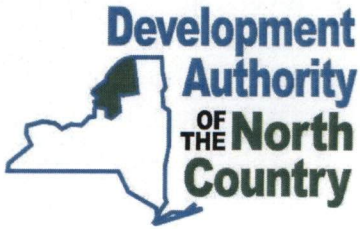
Whereas, the scope of the project has been revised to add a flow meter on the distribution system and carboy scales to measure the bulk chlorine container and the Town has requested the Authority provide additional SCADA services to integrate this equipment; and

Whereas, integrating the new equipment will require an additional analog input module for the RTU and additional technical services to program and integrate the equipment; and

Whereas, this additional scope of services is expected to increase the cost of services by an additional \$3,500; and

Whereas the Authority and the Town agree to amend the amount of the agreement to a not to exceed cost of \$28,500.

RESOLVED, that the SCADA Services Agreement Amendment No. 1, by and between the Authority and the Town of Clifton, is hereby approved. The Executive Director is hereby authorized and directed to execute said Agreement Amendment.



Board Resolution No. 2020-03-39

March 26, 2020

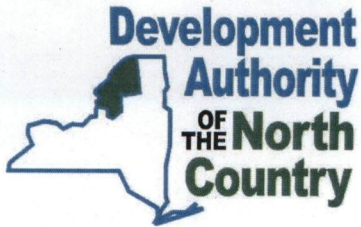
**SCADA SERVICES AGREEMENT AMENDMENT
VILLAGE OF POTSDAM
WASTEWATER TREATMENT PLANT IMPROVEMENT PROJECT**

Whereas, pursuant to **Resolution No. 2016-10-118**, the Development Authority of the North Country (Authority) and the Village of Potsdam (Village) entered into an Agreement dated September 19, 2016 to provide SCADA (Supervisory Control and Data Acquisition) services for the Village's Wastewater Treatment Plant Improvement Project in accordance with the projects specifications and drawings for an amount not to exceed \$50,000, and

Whereas, the Village has requested that additional SCADA functionality and reporting, outside of the scope of the original contract, be implemented to improve operational efficiencies and regulatory compliance, and

Whereas, the additional scope of services will result in additional not to exceed costs of \$8,000.

RESOLVED, that the SCADA Services Agreement Amendment No. 1, by and between the Authority and the Village of Potsdam, is hereby approved. The Executive Director is hereby authorized and directed to execute said Agreement Amendment.



Board Resolution No. 2020-03-40

March 26, 2020

TECHNICAL SERVICES AGREEMENT AMENDMENT NO. 1 TOWN OF DIANA WATER SYSTEM ASSESSMENT PROJECT

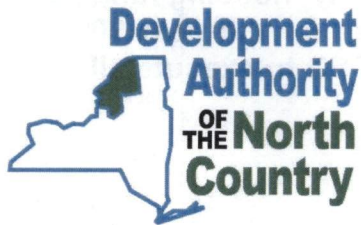
Whereas, pursuant to **Resolution No. 2019-02-13**, the Development Authority of the North Country (Authority) and the Town of Diana (Town) entered into an Agreement dated February 12, 2019 for an amount not to exceed \$5,500 to preform services related to the development of a request for proposal and facilitation of selection process for an engineer to prepare a preliminary engineering report pertaining to the Town's Water System Improvement Project, and

Whereas, the Town released a Request for Proposal for engineering services to complete a Preliminary Engineering Study of the Wastewater Treatment System. Environmental Design & Research (EDR) was awarded the contract, and

Whereas, the Town applied for funding through the United States Department of Agriculture Rural Development Special Evaluation Assistance for Rural Communities and Households (SEARCH) program in October 2019 and was awarded a \$12,400 grant for the Water System Improvement Project. This grant has no local match requirement, and

Whereas, the Town has requested the Authority to expand the scope of services to include project management for the preliminary engineering design phase, grant administration, review of preliminary engineering report, assist with funding strategy, and to perform funding/financial administrative assistance. As the exact extent of the scope of the project is not yet defined, final design and construction phase services are not included in the Authority's scope of work at this time and would be authorized per a separate amendment. These additional requested services will increase the Authority's level of effort resulting in additional expenses of \$4,000, bringing the not to exceed amount of the contract to \$9,500.

RESOLVED, that the Technical Services Agreement Amendment No. 1, by and between the Authority and the Town of Diana, is hereby approved. The Executive Director is hereby authorized and directed to execute said Agreement Amendment.



Board Resolution No. 2020-03-41
March 26, 2020

TEMPORARY DELEGATED AUTHORITY
LOAN PROGRAMS
COVID-19

Whereas, COVID-19, also known as the Novel Coronavirus, is a worldwide pandemic that is impacting community health and safety, and

Whereas, the government and private institutions are taking measures to limit social contact in order to manage the spread of the virus, and

Whereas, the short-term impacts of the virus are being felt in the temporary closure of institutions, events, and activities which will have uncertain long-term impacts on our economy, and

Whereas, the U.S. Small Business Administration has stated that it will work directly with state Governors to provide targeted, low-interest disaster recovery loans to small business that have been severely impacted by the situation, and

Whereas, community conditions are evolving daily, and

Whereas, Authority staff will continue to monitor the impact of the virus on our borrowers and our loan portfolios, and

Whereas, the Authority wants to be proactive in assisting businesses through these trying times, and

Whereas, it would be beneficial to delegate authority to the Project Development Committee to modify loan payments for borrowers impacted by the virus if issues should arise, and

Whereas, Authority staff will review each loan on a case-by-case basis, as needed, and

Whereas, this resolution would cover all Development Authority housing and business loan programs for the next 90 days.

Now, therefore be it

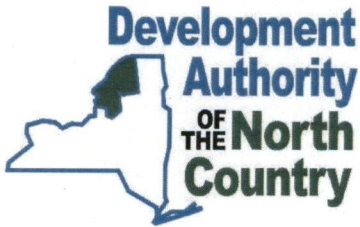
RESOLVED, the Development Authority of the North Country does hereby delegate authority to modify loan repayments on all Authority housing and business loan programs to the Project Development Committee for the next 90 days and authorizes the Executive Director or Deputy Director/CFO to execute all documentation necessary to modify such loans.

March 23, 2020



TEMPORARY DELEGATED AUTHORITY
LOAN PROGRAMS
COVID-19

Whereas COVID-19, also known as the Novel Coronavirus, is a pandemic that is impacting community health and safety and
Whereas the government and private institutions are taking the social contact measures to manage the spread of the virus and
Whereas the short-term impacts of the virus are being felt in the form of closing of institutions, events, and activities which will have uncertain long-term effects on the economy and
Whereas the U.S. Small Business Administration has stated that it will work directly with state Governors to provide targeted, low-interest disaster recovery loans to small business that have been severely impacted by the situation and
Whereas community conditions are evolving daily, and
Whereas Authority staff will continue to monitor the impact of the virus on borrowers and our loan portfolio, and
Whereas the Authority wants to be proactive in assisting businesses through these trying times, and
Whereas it would be beneficial to delegate authority to the Project Development Committee to modify loan payments for borrowers impacted by the virus it issues similar and
Whereas Authority staff will review each loan on a case-by-case basis, and
Whereas this resolution would cover all Development Authority housing and business loan programs for the next 90 days
Now therefore be it



Board Resolution No. 2020-03-42
March 26, 2020

COMMUNITY DEVELOPMENT LOAN FUND
THOMPSON PARK CONSERVANCY INC.

Whereas, the Thompson Park Conservancy Inc. ('Zoo') has requested a loan in the amount of \$100,000 from the Community Development Loan Fund for working capital, and

Whereas, the Zoo adopted a Strategic Plan in August 2019 and is requesting public funds to assist with cash flow to implement parts of its Plan, and

Whereas, the Zoo has requested \$40,000 from the Watertown Local Development Corporation for working capital, and

Whereas, the Zoo is in discussions with the City of Watertown to increase their contribution to the Zoo, and

Whereas, the Zoo is a vital part of the community fabric in the City of Watertown and the North Country.

Now, therefore be it

RESOLVED, Development Authority of the North Country does hereby approve a loan in the amount of \$100,000 from the Community Development Loan Fund to Thompson Park Conservancy Inc. at the terms and conditions outlined on the attached Term Sheet, and further authorizes the Executive Director or the Deputy Executive Director/CFO to execute all documents necessary to make the loan, and be it further

RESOLVED, this is considered a Type II Action under the State Environmental Quality Review (SEQRA) and is considered an exempt activity requiring no further action.

TERM SHEET

Borrower: Thompson Park Conservancy Inc.

Loan Fund: Community Development Loan Fund

Amount: \$100,000

Loan Term: 120 months

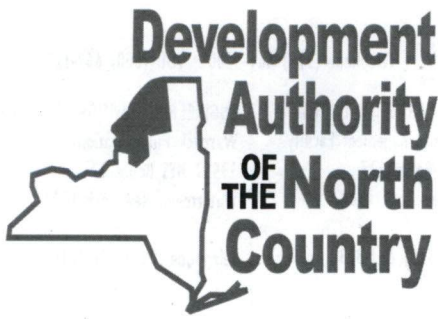
Loan Rate: 5%

Loan Payment: Monthly principal and interest payments

Collateral: Co-proportional third lien on all machinery and equipment, furniture and fixtures, inventory, accounts receivable, and general intangibles of Thompson Park Conservancy Inc.

Conditions:

- Watertown Local Development Corporation funding of \$40,000



ADMINISTRATION and REGIONAL DEVELOPMENT DIVISION

Dulles State Office Building • 317 Washington Street, Suite 414 • Watertown, New York 13601 • Telephone (315) 661-3200 • TDD (800) 662-1220

WATER QUALITY DIVISION

Warneck Pump Station
23557 NYS Route 37
Watertown, New York 13601

Telephone (315) 661-3210
Emergency Telephone (315) 786-4000

TELECOMMUNICATIONS DIVISION

Dulles State Office Building
317 Washington Street, Suite 406
Watertown, New York 13601

Telephone (315) 661-3200
Emergency Telephone (866) 669-3262

MATERIALS MANAGEMENT DIVISION

Solid Waste Management Facility
23400 NYS Route 177
Rodman, New York 13682

Telephone (315) 661-3230

ENGINEERING DIVISION

Warneck Pump Station
23557 NYS Route 37
Watertown, New York 13601

Telephone (315) 661-3210

TO: Project Development Committee

FROM: Michelle L. Capone, Director of Regional Development

DATE: March 13, 2020

SUBJECT: CDLF Loan Request – Thompson Park Conservancy Inc.

At our February board meeting the loan request from Thompson Park Conservancy in the amount of \$100,000 was tabled. There was significant discussion primarily around the use of the funds. I can provide the following update. I believe that the management has put some considerable thought into how the Authority's funds could best be used.

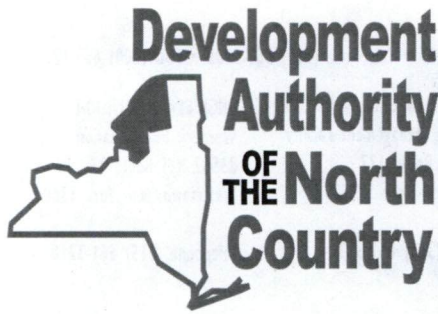
Community Bank Line-of-Credit - Management went back to Community Bank who has their line-of-credit. The line is currently \$124,000 at 7.75%. It comes due in September. The zoo is currently paying \$827 per month in interest-only. The Bank is willing to consider terming out their loan and maintaining some level of their line (around \$25,000-\$50,000). The bank was not sure that they could provide the exact details of a term loan prior to our March 26 board meeting. They have time over the next few months to negotiate this with the bank. In the meantime, the zoo will focus on paying down the LOC with operating funds.

Watertown Local Development Fund financing – The funds were received in early January and initially used for cash flow, but ultimately the funds gained will be used for new initiatives. These initiatives are as follows:

- New development in the Conservation Center for multi-species forest habitat;
- Remodel of a portion of the Discovery Center for multiple aquariums illustrating a variety of pond/river habitats;
- Installation of a public feeding opportunity at the elk habitat;
- Construction of a barn owl habitat in the Red Barn.

These enhancements are aimed at enhancing revenues through increased attraction, thus attendance, or direct revenue through fee for feeding the elk.

Use of DANC Funds – Use for working capital at the zoo to make improvements to the zoo, physically and programmatically, to improve revenue streams and implement their strategic plan. The zoo has offered a naming opportunity for one of the above projects to the Authority. Another project that they are considering is moving the current Recycling Display to a new location, possibly the Discovery Center, and adding enhanced content.



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City of Watertown Support – As Jim Wright noted at our last board meeting, the City has participated through the Watertown Local Development Corporation loan and the mayor has offered support to this loan. While they are still negotiating funding for the FYE 2021 budget, the City did increase funding to the zoo in November 2019 with an additional \$25,000 to enhance publicity and marketing. This demonstrates an effort by the City to support the zoo.

Term and Rate of Loan – The zoo is comfortable with a 10 year term at 5% with monthly payments which is consistent with the Watertown Local Development Corporation Loan.

Staff Recommendation – Staff recommends a loan in the amount of \$100,000 from the Community Development Loan Fund for a term of 10 years at 5% with monthly payments of principal and interest.

COMMUNITY DEVELOPMENT LOAN FUND

Borrower: Thompson Park Conservancy Inc.

Project Location: One Thompson Park, Watertown, NY 13601

Organizational Type: 501 (c) 3

Loan Amount: \$100,000.00

Term: 120 months

Rate: 5%

Loan Payment: monthly principal and interest of \$1,060.66

Guarantor: None

Security: Co-proportional third lien with Watertown Local Development Corporation on equipment behind Community Bank

Use of Funds: Working capital

Jobs: Currently-9FTE
(11 budgeted however 2 are vacant pending cash availability). The open positions are for a full-time zookeeper (1 of 5 total), and 1 FT Education Curator.

Sources and Uses

DANC CDLF	\$100,000	Working Capital	\$140,000
Watertown Local Dev. Corp	<u>\$ 40,000</u>		
Total Sources	\$140,000	Total Uses	<u>\$140,000</u>

WLDC Loan-10 years at 5%

Description of Project

Thompson Park Conservancy (the Zoo) is requesting a working capital loan in the amount of \$140,000. They are requesting \$100,000 from the Development Authority and \$40,000 from the Watertown Local Development Corporation. The Zoo borrowed \$100,000 from the Authority in December 2018 to bridge a New York State grant from Senator Patty Ritchie. The first draw has been received by the Zoo. They asked if the Authority would term out its bridge loan. Our preference would be to have them pay-off the bridge and then consider a 5 year working capital loan. The Zoo repaid this loan on 12/12/2019.

It has been noted publicly that the Zoo has been struggling financially over the past few years. The City of Watertown owns the land while the Conservancy runs the facilities. The Executive Director has noted that in order to survive into the future it has to be more competitive. They are looking to increase marketing outside of Jefferson County and bring in displays like dinosaurs to attract new visitors. Ultimately, they will need to look at new and updated animal displays.

The Zoo has a Strategic Plan that was adopted in August 2019. It is noted in the Plan that modern zoos are broadening their conservation and education focus to more action-oriented activities that have quantifiable impact. Even with its small size, the Zoo recognizes that cultural activities such as music, storytelling, history, visual arts, acting, etc. are essential parts of our society and that the Zoo must take a holistic approach to fully realize its mission. Some of their mission-focus strategic initiatives include:

- Expanding educational offerings for elementary-age children through innovative educational opportunities that leverage the Zoo’s unique resources to support learning.
- Strengthen ties to Jefferson Community College Zoo Technology and other college programs to support higher education and scientific study.
- Cultivate new conservation partnerships and activities.
- Support research and scholarly study.
- Incorporate cultural experiences into the institution’s operation.
- Provide stewardship of Thompson Park at a time of increasing interest in utilizing the part and offer valuable support to the City of Watertown.

The plan also identifies strategic initiatives for animal well-being, guest experience, organizational culture and operation, and financial stewardship. Under financial stewardship, they are looking to:

- Increase overall budgetary funding through an increase in corporate sponsorships, government support, and attendance.
- Aggressively seek out grant funding to support institutional goals.
- Raise additional capital funds through a major capital campaign. They are looking to launch a capital campaign by 2021 to realize the Facilities Master Plan.

The Zoo is working with the City of Watertown to increase their annual funding allocation. The Executive Director feels that the City may consider an increase to \$100,000 annually. He thought it would be 1-year agreements to be renewed annually for 5 years. It is based upon this assumption that the Authority would consider a 5-year working capital loan to the Zoo. The City recently approved an additional \$25,000 in funding specifically for marketing. There is currently no long-term commitment for increased funding to the zoo.

Financial Review

	<u>2017</u>	<u>2018</u>	<u>2019</u>
Revenues	\$630,392	\$644,526	\$769,510
Gross Profit	\$630,392	\$644,526	\$719,037
Expenses	<u>\$750,846</u>	<u>\$751,315</u>	<u>\$768,415</u>
Net Change in Assets	(\$120,454)	(\$106,789)	(\$49,378)
Depreciation	\$99,268	\$97,201	\$0

2017 and 2018 information from the IRS Form 990. October 31 information internally prepared.

In 2018, Jefferson County provided \$54,101, the City of Watertown, \$59,859, and NYS \$50,698 in government grants as reported on the 990.

Sales increased by 2.2% in 2018 over 2017. Sales are on track to hit about \$657,000 in 2019. Expenses as a percentage of sales were 1.19 in 2017, 1.17 in 2018, and .95 in 2019 when you include COGS.

Income in 2018 was primarily from contributions, gifts and grants of \$200,272, government contributions of \$164,658, guest services of \$162,443, and education of \$22,806. Primary income year to date has been corporate sponsorships of \$35,725, government contributions of \$66,630, other grants of \$106,396, guest services of \$292,314 of which includes admissions, gift shop, and concessions.

Primary expenses in 2018 are in wages and payroll taxes of \$408,268, depreciation of \$97,201, repairs and maintenance of \$51,223, and animal management of \$48,680. Primary expenses in 2019 are wages and payroll taxes of \$365,355, animal management of \$41,916, maintenance and repairs of \$16,361, insurance, \$37,993, and interest of \$14,640.

Cash Flow Analysis

	<i>Proj.</i> 2020	<i>Proj.</i> 2021	<i>Proj.</i> 2022
Revenues	\$818,924	\$850,000	\$900,000
Gross Profit	\$762,024	\$761,167	\$805,942
Expenses	\$738,841	\$727,311	\$768,833
Net Change in Assets	\$23,183	\$33,856	\$37,109
Net Change in Assets	\$23,183	\$33,856	\$37,109
Add back: Interest	\$12,500	\$7,286	\$6,584
Cash available for debt	\$35,683	\$41,142	\$43,693
DANC Debt	\$12,728	\$12,728	\$12,728
WLDC Debt	\$5,180	\$5,180	\$5,180
Bank Debt*	\$16,984	\$16,984	\$16,984
Total Debt	\$34,892	\$34,892	\$34,892
DSC Ratio	1.02	1.18	1.25
Increase in Revenue	6%	11%	5.9%
Gross Profit % of Sales	93.1	89.5	89.5
Expenses % of Sales	.90	85.6	85.4

**Bank debt assumes \$75,000 over 5 years at 5%, or \$1415.34 monthly.*

Cost of goods sold on the projections reflect expenses associated with fundraising and sales. These were on the tax returns however were not identified as COGS.

Revenue in 2020 is primarily derived from Contributions & Grants, 46%, Programs, 30%, and Sales, 15%. Fundraising only comprises 7.8% of revenues in 2020. The assumptions for these percentages do not change for 2021 or 2022.

Primary expenses are in payroll and payroll expenses, insurance, management of animals, and office expense. \$52,000 is budgeted annually for repairs and maintenance.

The annual payment on the proposed DANC loan will be \$12,728. Without increased support from the City of Watertown, or additional revenue from increased marketing, events, or sponsorships, the Zoo does not have sufficient cash flow based upon historical financials to repay the debt. It does have sufficient cash flow to repay the debt based upon projections.

Balance Sheet

	<u>2017</u>	<u>2018</u>	10/31/2019
Current Assets	\$178,050	\$142,602	\$260,820
Fixed Assets	\$1,979,205	\$1,959,595	\$1,975,586
Other Assets	<u>\$247,621</u>	<u>\$225,770</u>	<u>\$247,621</u>
Total Assets	\$2,404,876	\$2,327,967	\$2,484,027
Current Liabilities	\$73,986	\$121,750	\$236,350
Long term Liabilities	\$119,912	\$127,166	\$5,800
Total Liabilities	\$193,898	\$248,916	\$242,150
Net Assets or Fund Balance	<u>\$2,210,978</u>	<u>\$2,079,051</u>	<u>\$2,241,877</u>
Total Liabilities & Net Assets	\$2,404,876	\$2,327,967	\$2,484,027

The 2017 and 2018 information was from the IRS Form 990. The October 31, 2019 information was internally prepared. Current assets increased in 2019 due to a grant receivable of \$127,971. The Zoo does not own its land or buildings. Primary fixed assets on 10/31/2019 are in leasehold improvements of \$3,186,231, furniture & fixtures of \$187,646, and equipment of \$138,432. The balance under Other Assets is the Zoo's portion of an endowment held by the NNY Community Foundation. They receive about \$20,000 annually off of the earnings on this endowment for operations.

Current liabilities were higher on 10/31/2019 due primarily to a line of credit with Community Bank with a balance of \$124,000. The balance sheet does not appear to accurately reflect short-term liabilities as the Development Authority loan with a principal balance of \$100,000 on 10/31/2019 was not reflected. Only \$5,800 was identified as a long-term liability from the DANC loan.

Credit Report-The Zoo has a credit logic score of 80 which indicates lower risk. Days beyond terms are 12 days or less. No bankruptcies, tax liens, judgments or Office of Foreign Assets Control hits were found. There was one paid collection placed 12/2017 and closed on 2/1/18. There are two UCC filings by Community Bank.

Collateral:

	<u>Book Value</u>	<u>Discounted at 50%</u>
Equipment (Book Value 10/31/2019)	\$138,432	\$69,216
Donated Equipment (Book Value 10/31/2019)	\$ 34,477	\$17,239
Furniture & Fixtures (Book Value 10/31/2019)	<u>\$187,646</u>	<u>\$93,823</u>
Total Equipment and Furniture & Fixtures	\$360,555	\$180,278
Community Bank Loan (\$125,000 LOC)	\$125,000	\$125,000
Community Bank Loan (\$17,051) Equipment Available for DANC Loan	\$17,051	\$17,051
	\$218,504	\$38,227
DANC/WLDC LTV (\$140,000)	.64	3.66

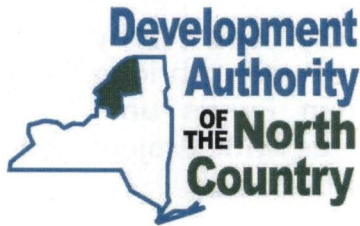
Community Bank currently has two liens totaling \$142,051. With our \$100,000, the Zoo could pay off some of the debt, which would improve our LTV.

Contingencies:

-co-proportional third secured lien position with Watertown Local Development Corporation on equipment, furniture & fixtures, inventory, accounts receivable and general intangibles of Thompson Park Conservancy Inc.

-Watertown Local Development Corporation funding of \$40,000

Staff Recommendation: Staff recommends a loan in the amount of \$100,000 from the Community Development Loan Fund for a term of 10 years at 5% with monthly principal and interest payments with the above referenced contingencies.



Board Resolution No. 2020-03-43
March 26, 2020

**REGIONAL TOURISM TRANSFORMATIONAL COMMUNITY
REVOLVING LOAN FUND
ECONOMIC DEVELOPMENT FUND
BRIDGE FINANCING**

Whereas, **Resolution No. 2015-08-91** authorized the use of up to \$1 million in funding from the Community Development Loan Fund to bridge North Country Redevelopment Funds until proceeds were received from Empire State Development associated with Project Number Z940, and

Whereas, **Resolution No. 2018-03-50** authorized the use of an additional \$300,000 from the Community Development Loan Fund to bridge North Country Redevelopment Funds until proceeds were received from Empire State Development associated with Project Number Z940 bringing the total available to bridge loans to \$1.3 million, and

Whereas, the Authority has received its last draw from Empire State Development for Project Number Z940 and will no longer need the bridge financing for the North Country Redevelopment Fund, and

Whereas, the Authority is still drawing funds from Empire State Development for Project Number AA580 called the Regional Tourism Transformational Community Revolving Loan Fund, and

Whereas, the Authority must spend the funds before it can request funds from Empire State Development, and

Whereas, it takes several months before the Authority receives the funds from Empire State Development once a request for funds is submitted to Empire State Development, and

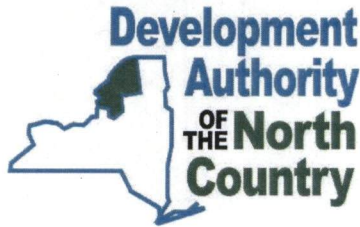
Whereas, the Authority does not wish to slow the flow of funding to projects due to the reimbursement process associated with Empire State Development grants, and

Whereas, the use of the Economic Development Funds is consistent with bridging state grants, and

Whereas, the proceeds from the Empire State Development grant will be used to repay the Economic Development Fund.

Now, therefore be it

RESOLVED, the Development Authority of the North Country does hereby authorize the use of \$1 million from the Economic Development Fund to bridge Regional Tourism Transformational Community Revolving Loan Funds until proceeds are received from Empire State Development associated with Project AA580 and further authorizes the Deputy Director/CFO to transfer the funds.



Board Resolution No. 2020-03-44
March 26, 2020

NORTH COUNTRY REDEVELOPMENT LOAN FUND
ADK GATEWAY INC.
RATIFYING LOAN AND GRANT

Whereas, **Resolution No. 2015-08-91** established the North Country Redevelopment Fund, and

Whereas, the Regional Loan Review Committee can make commitments for loans up to \$250,000, and grants up to \$250,000, for a total combined grant/loan amount of \$500,000 with the Authority Board ratifying the request at its next meeting, and

Whereas, the Regional Loan Review Committee met on March 12, 2020 to review an application from ADK Gateway Inc., and

Whereas, ADK Gateway Inc. has acquired the A-Frame building located on the former Frontier Town in North Hudson, NY (Essex County) and proposes to complete phase I of the project to renovate the building for an outfitter store and Subway restaurant, and

Whereas, it is the applicant's plan to eventually turn the location into an event center capable of serving visitors and campers to the region, and

Whereas, the site is located immediately adjacent to the recently completed DEC campground and Paradox Brewery that have anchored the state's investment in this region to advance tourism, and

Whereas, the Authority had previously provided grant/loan funds to Essex County to assist with the demolition of buildings on the former Frontier Town and which the County repaid early, and

Whereas, the Regional Loan Committee is recommending a commitment of up to \$320,000, comprised of a \$160,000 loan and a \$160,000 grant consistent with the program guidelines.

Now, therefore be it

RESOLVED, the Development Authority of the North Country does hereby ratify the grant/loan commitment in the amount of up to \$320,000 (\$160,000 loan/\$160,000 grant) from the North Country Redevelopment Fund to ADK Gateway Inc. at the terms and conditions outlined on the attached Term Sheet, consistent with the Empire State Development program requirements and further authorizes the Executive Director or Deputy Director/CFO to execute all documents necessary to make the loan, and be it further

RESOLVED, this is considered a Type II Action under the State Environmental Quality Review (SEQRA) and is considered an exempt activity requiring no further action.

TERM SHEET

Borrower: ADK Gateway Inc.

Loan Fund: North Country Redevelopment Fund

Amount: up to \$320,000 (\$160,000 loan/\$160,000 grant)
The grant to loan amount will always be 1:1

Loan Term: 240 months

Loan Rate: 1%

Loan Payment: Interest-only for first 6 months during construction; then principal and interest to fully amortize the loan over remaining term

Collateral: Co-proportional first mortgage on real estate located at 4010 Blue Ridge Road, North Hudson, NY 12855
Assignment of rents and leases
Co-proportional first secured lien on all assets of ADK Gateway Inc.

Guarantors: Muhammad Ahmad, Zoni Enterprises, Inc., Aleeze Enterprises, Inc.

Conditions:

- Owner cash equity of \$221,925 of which \$32,000 demonstrated with invoices and cancelled checks/bank statements, and the balance demonstrated by a sworn affidavit
- LGLCPB financing of \$150,000
- Essex County IDA financing of \$250,000
- AEDC financing of \$100,000
- National Grid Grant (already committed)
- Third party broker opinion, or an as completed appraisal of building with a minimum value of \$660,000 for a 1:1 loan-to-value
- MWBE is not required
- Recapture Provision over 10 years on grant portion
- Copies of invoices and cancelled checks or bank statements
- Loan will be disbursed as construction loan

Development Authority of the North Country
March 18, 2020

BORROWER:	ADK Gateway Inc.						
BUSINESS ADDRESS:	1131 US Route 9, Schroon Lake, NY 12870						
PROJECT ADDRESS:	4010 Blue Ridge Road, North Hudson, NY 12855						
OWNERSHIP:	Muhammad Ahmad – 100%						
PROGRAM:	North Country Redevelopment Fund						
AMOUNT REQUESTED:	\$320,000 (\$160,000 loan/\$160,000 grant)						
LOAN TERM:	Six months interest only; balance amortized over remaining 234 months						
INTEREST RATE/PAYMENTS:	1% monthly payments						
PRIMARY COLLATERAL:	Co-proportional first mortgage on real estate located at 4010 Blue Ridge Road, North Hudson, NY 12855						
GUARANTORS:	Muhammad Ahmad, Zoni Enterprises Inc., Aleeeze Enterprises Inc.						
JOB:	<table border="0"> <tr> <td>Current:</td> <td>0</td> </tr> <tr> <td>Years 1-3:</td> <td><u>8 FTE</u></td> </tr> <tr> <td>Total</td> <td>8 FTE</td> </tr> </table>	Current:	0	Years 1-3:	<u>8 FTE</u>	Total	8 FTE
Current:	0						
Years 1-3:	<u>8 FTE</u>						
Total	8 FTE						

SOURCES:		USES:	
DANC –Redevelopment Fund Grant	\$160,000	Real Estate	\$425,000
DANC-Redevelopment Fund Loan	\$160,000	Construction	\$291,775
LCLGRPB Loan	\$150,000	Equipment	\$133,000
Essex Co. IDA Loan	\$250,000	F&F	\$35,000
National Grid Grant	\$ 50,000	Inventory	\$77,000
AEDC Bridge/W.C. Loans	\$100,000	Working Capital	\$100,000
Equity	<u>\$221,925</u>	Prepaid Exp	<u>\$30,150</u>
Total Sources	\$1,091,925	Total Uses	\$1,091,925

National Grid Grant-Approved
 Essex County IDA-assumes 4% over 15 years
 LCLGRPB-Lake Champlain Lake George Regional Planning Board-assumes 5% over 15 years
 AEDC-assumes 7.5% over 3 years
 Prepaid Expenses are construction costs already incurred by the applicant.

Development Authority of the North Country
March 18, 2020

PROJECT OVERVIEW:

Mr. Ahmad acquired the former Frontier Town A-Frame property adjacent to his Sunoco gas station in North Hudson. He plans to transform the vacant 14,000 sf building and abandoned 50-acre lot into a bustling Outfitter Store & Event Center capable of serving thousands of visitors and campers coming to experience the new Gateway to the Adirondacks as detailed in Governor Cuomo's \$32 million Master Plan. Mr. Ahmad purchased the adjacent Sunoco in 2013.

Mr. Ahmad's planned development will complement on-going efforts at the former Frontier Town. The Authority previously approved funding to Essex County to demolish properties on the site for redevelopment through the Redevelopment Fund. The County has repaid the loan funds. On April 11, 2018, DEC and Paradox Brewery broke grounds on their respective projects. On October 5, 2018, DEC celebrated the completion of the first phase of the Frontier Town transformation to a "Gateway" with a ribbon-cutting ceremony for the state-of-the-art campground, equestrian center and day use area. June 28, 2019 was the first day of public camping at the new Frontier Town campground. Paradox Brewery has opened.

Upon completion of all phases, the business will be defined by three categories: Shop, Food, and Fun.

- Shop – Include outdoor gear & supply store; camping provisions and souvenirs, and foods, arts and crafts made in the Adirondacks.
- Food – Include ice cream, hot dog stand, breakfast buffet, commercial kitchen
- Fun-Frontier Town replica museum, mountain bike and kayak rentals, wedding/event center, farmers/Christmas markets, concerts, walking trails, horseback riding, and train trackless.



Development Authority of the North Country
March 18, 2020

The facility is located at Exit 29 off Interstate 87 and will be highly visible to commuters travelling both north and south bound. Travelers will be draw-in by the new attractions located at the exit including Paradox Brewery, Visitor Information Center, and the DEC Campground.

The Store is expected to be 6,000 sf. A special section of the store will be devoted to "Made in the Adirondack" foods, arts and crafts. The applicant will partner with Adirondack Harvest, ANCA, Taste NY, and I Love NY to identify producers of local foods, art and crafts. He will also actively engage local farmers to oversee a "Made in the Adirondack's" initiative. Mr. Ahmad has a franchise agreement with Subway which he will have in the building.

In later phases, Mr. Ahmad plans to create a whimsical walking trail accessible for all ages. During the winter months these trails would be used for snowshoeing and dog sledding runs. During the warmer months he wants to rent kayaks, rafts and mountain bikes. He also wants to have a trackless train that would offer rides to the historic buildings of the former theme park, DEC campground and Paradox Brewery. He wants to repair the concert state as well.

All in all, this would become a destination location for tourists coming into the Adirondack Park.

Mr. Ahmad also owns two other convenience stores/gas stations. One is under Zoni Enterprises located in Schroon Lake, and the other is under Aleeze Enterprises located in North Hudson. He has owned and operated Zoni Enterprises since 2006 and Aleeze Enterprises since 2014.

Phase I: The project will be completed in phases. Phase 1 includes the following:

- 6,000 square foot Outfitter & General Store – will offer a large variety of outdoor gear, camping supplies, hay and horse supplies, maps, books, hunting & fishing items, groceries & provisions, souvenirs, and Frontier Town memorabilia. It will also include the World's Longest Candy Counter.
- A special section in the store will be devoted to "Made in the Adirondack" foods, arts and crafts. He will partner with Adirondack Harvest, ANCA, Tase NY and I Love NY to identify producers of local foods, arts and crafts.
- 3,500 square foot food section will feature a SUBWAY restaurant inside the building. He has already signed a franchise agreement.
- Rent kayaks, raft and mountain bikes during summer months.

See attached Construction estimate.

MANAGEMENT: The management team consists of the owner Muhammad Ahmad and Manager Wasif Khan. Mr. Khan has more than 20 years of restaurant management experience. Muhammad Ahmad along with Mr. Khan will handle most of operations on site. Mr. Ahmad has more than 13 years of experience of selling outdoor gear/supplies at his Schroon Lake Sunoco store. In addition, he will hire experienced sales staff that have at least three years of experience at a reputable outdoor gear/supplies store.

Development Authority of the North Country
March 18, 2020

FINANCIAL ANALYSIS:

Income Statement

FYE December 31	Year One (Partial)	Year Two	Year Three
Revenues	\$418,502	\$1,156,500	\$1,214,325
Gross Profit	\$227,229	\$597,224	\$679,601
Expenses	\$233,374	\$384,896	\$396,443
Other Income/(Expense)	\$0	\$0	\$0
Net Income before Depreciation & Int.	(\$6,145)	\$212,328	\$283,158

- Projections were prepared with assistance from the Plattsburgh Small Business Development Center. Projections based upon Mr. Ahmad's experiences running his other businesses in the area.
- Year One assumes the business opening in July with six months of revenue. Expenses are reflected over the 12-month period. This is not a full year of operation but start-up. It is projected that the owner will contribute \$121,775 of his own funds into working capital during start-up.
- Food sales assume an average check of \$10.05 per person. The retail sales assume an average transaction of \$25 for outfitter sales, and \$20 per transaction for general store sales.
- Year Two is the first full year of operations. 66% of projected sales are from retail sales while 33% are from food sales. He budgets an additional \$13,500 from entertainment income. Entertainment income is the rental of bikes and kayaks. The applicant projects a margin of 56.5% on food sales and 51% on retail sales. Primary expenses include payroll and payroll taxes, \$223,872, marketing and advertising, \$30,000, utilities, \$31,150, and insurance, \$24,000. The projections above do not reflect debt service. This will be reflected below. The owner expects to draw \$15,000 from the business in year two after debt payments.
- In Year Three sales are projected to increase by 5%. The owner's draw is expected to increase to \$36,000.

	Year One (6 mos)	Year Two	Year Three
Net Income/Loss	(\$6,145)	\$212,328	\$283,158
Debt Service:			
DANC Funds	\$800	\$9,036	\$9,036
LGLCPB	\$7,116	\$14,234	\$14,234
Essex Co. IDA	\$11,094	\$22,190	\$22,190
AEDC	\$12,024	\$24,045	\$24,045
Total Debt	\$31,034	\$69,505	\$69,505
DSC Ratio	(.20)	3.06	4.07

*DANC Redevelopment Fund-1%, 240 months with 6-month interest-only

*LCLGRP – assumes 5%, 180 months, \$1,186/mo

*Essex County IDA-assumes 4%, 180 months, \$1,849/mo

Development Authority of the North Country
March 18, 2020

*AEDC-assumes 7.5%, 60 months, \$2,004/mo

- Owner will be contributing \$121,775 in cash toward working capital in year one. This will be sufficient to cover operating loss and debt service.
- Based upon projections, there is more than sufficient cash flow to repay debt.

ZONI Enterprises, Inc.

FYE September 30	Actual	Actual	Actual
	2018	2019	2020
Revenues	\$2,771,394	\$2,534,365	\$807,935
Gross Profit	\$470,605	\$477,733	\$129,688
Expenses	\$426,732	\$421,405	\$87,003
Other Income/(Expense)	\$14,533	\$21,552	(\$4,565)
Net Income	\$58,406	\$77,880	\$38,120

- 2018 other income includes interest of \$396 and other income of \$14,137 included ATM Commission, \$2998, lottery commission, \$4973, sales tax vendor collection credit, \$800, U-Haul commission, \$3825, fishing license commission, \$384, EZ Pass commission, \$100, bus tickets commission, \$1043, and money order commission, \$14.
- 2018 primary expenses were compensation of officers, \$118,400, salaries and wages, \$60,312, rents, \$72,000, and depreciation, \$21,571.
- 2018 other expenses of \$114,803 included utilities, \$25,326, credit card discounts, \$47,005, insurance, \$8,514, automobile and truck expense, \$5,324 and landscaping, \$5,494.
- 2019 figures were from the tax returns as well. Other income included interest, ATM, lottery, U Haul, fishing license, EZ Pass, bus tickets and money order commissions. Primary expenses included salaries and wages, rents, credit card discounts, and utilities. The compensation of officers was \$128,400.
- Actual information provided by applicant. He provided sales through 1/31 and expenses through 2/29. In all, the business is on track to meet at least \$2.4 million if sales continue to trend. He did note that October-February are slow months.

ALEEZE Enterprises Inc.

FYE April 30	Actual	Actual	Actual
	2018	2019	2/29/2020
Revenues	\$1,361,863	\$1,602,472	\$1,386,788
Gross Profit	\$210,820	\$228,377	\$218,461
Expenses	\$192,755	\$217,866	\$140,510
Other Income/(Expense)	\$7,535	\$7,926	(\$13,566)
Net Income	\$25,600	\$18,437	\$64,385

Sales Growth	---	17.7%	---
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Development Authority of the North Country
March 18, 2020

Gross Profit Ratio	15.5%	14.3%	15.8%
Net Income Ratio	1.9%	1.2%	4.6%

- Other income in 2018 included ATM Commission, \$1498, lottery commission, \$5237, and sales tax vendor collection credit, \$800. Other income in 2019 was sales tax vendor collection credit, \$800, lottery commission, \$5,707, and ATM commission, \$1,419.
- In 2018 primary expenses were salaries and wages, \$68,385, depreciation, \$15,322, and taxes and licenses, \$11,292. In 2019, primary expenses were salaries and wages, \$78,420, taxes and licenses, \$11,363, and depreciation, \$15,005.
- In 2018, other expenses of \$81,389 included utilities, \$11,497, credit card discounts, \$24,018, legal and professional, \$21,894, insurance, \$6,479, and landscaping, \$5,700. In 2019, other expenses of \$105,166 included legal and professional, \$37,123, credit card discounts, \$28,841, utilities, \$12,350, and insurance, \$9,266.
- The actual 2020 information was provided by the applicant. He provided sales through 1/31 and expenses through 2/29. The business is on track to exceed 2019 revenues if trends continue.

FYE December 31	At Closing
Current Assets	\$207,150
Capital Assets	\$884,775
Other Assets	\$0
Total Assets	\$1,091,925
Current Liabilities	\$40,159
Long Term Liabilities	\$619,841
Total Liabilities	\$660,000
Equity	\$431,925
Total Liabilities and Equity	\$1,091,925

- Current assets are in cash and prepaid expenses of \$30,150.
- The capital assets are the real estate, improvements, equipment and furniture and fixtures at cost.
- Current liabilities are the current portion of long-term debt.
- Equity reflects the owner's cash contribution of \$221,925, the Authority's grant of \$160,000, and the National Grid grant of \$50,000.

MANAGEMENT: Mr. Ahmad reported assets of \$575,000 primarily in cash, \$30,000, and real estate, \$540,000. He reported liabilities of \$301,014 primarily in notes payable to banks and others of \$241,000, a mortgage, \$41,931, and other liabilities, \$18,083. The notes payable to others are two home equity lines of credit. He noted income of \$89,600 annually. Mr. Ahmad has a TransUnion credit score of 735. His credit is very good.

Development Authority of the North Country
March 18, 2020

COLLATERAL:

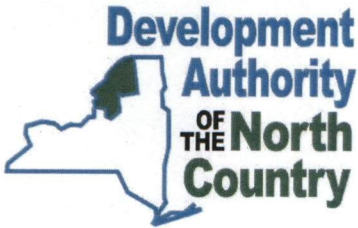
- Co-proportional first mortgage with Essex County IDA, AEDC, and LGLCPB on 4010 Blue Ridge Road, North Hudson, NY 12855
- Assignment of Rents and Leases
- Co-proportional security lien on machinery and equipment, furniture & fixtures, inventory, accounts receivable and general intangibles of ADK Gateway Inc.

	<u>Cost</u>	<u>Discounted</u>
Building	\$425,000	
Market Value per Essex Co. \$275,000		\$275,000
Improvements	\$291,775	
Discounted at 70%		\$204,242
Equipment	\$133,000	
Discounted at 50%		\$66,500
Furniture & Fixtures	\$35,000	
Discounted at 20%		\$7,000
Total Collateral	<u>\$884,775</u>	<u>\$552,742</u>
All Public Loans	\$660,000	\$660,000
LTV:	74.6%	1.2%

A third party broker opinion or as completed appraisal will be required with a minimum value of \$660,000 in order to achieve a 1:1 loan to value at cost.

CONDITIONS:

- Owner Cash of \$221,925 (\$32,000 demonstrated with invoices and cancelled checks/bank statements, and the balance demonstrated by sworn affidavit)
- LCLGPB financing of \$150,000
- Essex County IDA similar financing of \$250,000
- AEDC financing of \$100,000
- National Grid Grant (has already been committed)
- Personal guaranty of Muhammad Ahmad
- Cross-corporate guaranty of Zoni Enterprises Inc and Aleeze Enterprises Inc.
- Third party broker opinion or as completed appraisal with a minimum value of \$660,000 on real estate, as completed.
- MWBE not required
- Recapture Provision over 10 years on grant portion
- Copies of invoices and cancelled checks or bank statements
- Loan will be disbursed as construction loan



Board Resolution No. 2020-03-45
March 26, 2020

**REGIONAL TOURISM TRANSFORMATIONAL COMMUNITY
REVOLVING LOAN FUND
RAQUETTE LAKE NAVIGATION COMPANY INC.**

Whereas, **Resolution No. 2013-08-12** establishes the Regional Tourism Transformational Community Revolving Loan Fund, and

Whereas, the Regional Loan Review Committee has the authorization to commit loans of up to \$250,000 with the Authority Board ratifying the loan at its next meeting, and

Whereas, the Regional Loan Review Committee met March 13, 2020 to review an application from Raquette Lake Navigation Company Inc., requesting \$400,000 from the Regional Tourism Transformational Community Revolving Loan Fund in order to buy-back stock from the current owners Donna and Dean Pohl, and

Whereas, the Pohls' would like to transfer ownership of the company to their children, James and Rachel Pohl, and

Whereas, the business is a tour boat and catering business that offers scenic excursions, special event cruises and private charters on the Raquette Lake, Hamilton County, and

Whereas, the acquisition includes all of the assets of the business, and

Whereas, the Regional Loan Review Committee approves a commitment of \$400,000 from the Regional Tourism Transformational Community Revolving Loan Fund at the terms and conditions attached, and

Whereas, Empire State Development will need to approve the amount of the loan and use of the funds.

Now, therefore be it

RESOLVED, Development Authority of the North Country does hereby ratify a loan in the amount of \$400,000 from the Regional Tourism Transformational Community Revolving Loan Fund to Raquette Lake Navigation Company Inc. at the terms and conditions outlined on the attached Term Sheet, and further authorizes the Executive Director or the Deputy Executive Director/CFO to execute all documents necessary to make the loan, and be it further

RESOLVED, this is considered a Type II Action under the State Environmental Quality Review (SEQRA) and is considered an exempt activity requiring no further action.

TERM SHEET

Borrower:	Raquette Lake Navigation Company Inc.
Loan Fund:	Regional Tourism Transformational Community Revolving Loan Fund [Empire State Development Funds]
Amount:	\$400,000
Loan Term:	20 years
Loan Rate:	1%
Loan Payment:	Regular monthly principal and interest payments to fully amortize the loan
Collateral:	<p>First mortgage and assignment of rents and leases on 254 Antlers Road, Raquette Lake, NY 13436;</p> <p>First mortgage on tax parcel 44.018-1-28.100 located on Brightside Road, Raquette Lake, NY 13436;</p> <p>First lien on boat and caboose</p> <p>1st lien on all machinery and equipment, furniture and fixtures, inventory, accounts receivable, and general intangibles of Raquette Lake Navigation Company Inc.</p>
Conditions:	<ul style="list-style-type: none">• Cash equity of a minimum of \$40,000 demonstrated by copies of cancelled checks and invoices. This could be demonstrated by Treasury Note.• Labor peace does not apply as it is an existing business• MWBE will not apply as it is acquisition• Personal Guarantees of Rachel Pohl and James Pohl• Key man life insurance on Rachel Pohl and James Pohl• Review and approval of stock repurchase agreement between Dean and Donna Pohl and Raquette Lake Navigation Company, Inc.• Written confirmation from Dean and Donna Pohl that existing shareholder loan will be forgiven• Subordination of any other shareholder loan, if any, to DANC loan• Copies of invoices, and cancelled checks or bank statements• ESD approval of amount and use of funds

TRANSFORMATIONAL TOURISM FUND

Borrower: Raquette Lake Navigation Company Inc.

Project Location: 1 Mick Road, P.O. Box 100, Raquette Lake, NY 13436

Borrower Address: PO Box 254, Raquette Lake, NY 13436

Ownership: Rachel Pohl – 60%
James Pohl – 40%

Loan Amount: \$400,000.00 (letter attached from applicant)

Term: 20 years

Rate: 1%

Payments: Monthly principal and interest

Guarantor: James Pohl and Rachel Pohl

Use of Funds: Acquisition of Business Stock

Primary Collateral: First Lien on Boat and real estate at 254 Antlers Road, Raquette Lake

Jobs: Existing: 3 FT year round and 16 FT seasonal
Years 1-3: 0

Total Project Costs

<i>Sources of Funds</i>		<i>Uses of Funds</i>	
Tourism Loan Fund	\$ 400,000.00	Stock Purchase	\$1,000,000.00
Corporate Treasury Note	\$ 500,000.00		
Equity	\$ <u>100,000.00</u>		
Total	\$1,000,000.00	Total	<u>\$1,000,000.00</u>

Per the ESD grant "equity amount may include matching funds financing provided by other Program funding recipients."

Treasury Note – Assumes 15 years at 2% with payments of \$3000 monthly. This would result in a balloon payment of \$48621.67. This loan will be subordinate to DANC loan. As a treasury note, if there is no cash to make the payment, the payment is not made.

Equity-Gift of stock shares to Rachel Pohl (6) and James Pohl (4) @ \$10,000 per share

Raquette Lake Navigation Company Inc.

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Description of Project

Raquette Lake Navigation Co Inc., a sub-chapter S Corporation, was incorporated in 1988 with Dean and Donna Pohl as sole shareholders, 60/40. Raquette Lake Navigation (RLN) is a tour boat and catering business that offers scenic excursions, special events cruises and private charters for weddings, reunions, corporate events aboard the WW Durant, licensed for 100, on beautiful Raquette Lake.



Earning a living via the cruise while dining business has been a family affair from its inception in 1991. All four of the Pohl children worked in the business, alongside their parents, during their public-school years. The two middle children- Rachel, age 41 and Jim, age 39 years- have a passion for the business which has grown exponentially since they first started working on the Durant 29 years ago. The vessel was launched June 29, 1991 on Rachel's 13th birthday. Jim was 10 years old.

Raquette Lake Navigation Co. offers a variety of cruises aboard the WW Durant from Memorial Day weekend through mid-October. During the busy summer months of July and August, there is service seven days a week with 16 cruises per week. All meal cruises require advanced reservations. The scenic cruises do not. All of the food is prepared by Chef Jim Pohl, a Culinary Institute of America graduate, and his culinary staff, in a commercial kitchen on the mainland and brought down to the boat using standard catering equipment. In addition to meal cruises and scenic and special event tours, RLN has three other revenue streams, including the Winter Ice Boat, End of the Line Caboose Gift Shop and the winter/fall/spring rentals

Funding Needs - Dean and Donna are ready to retire. Their children Jim and Rachel Pohl want to buy the business. This family transition will be completed through a combination of stock purchase and gift of stock, eventually making Jim and Rachel sole shareholders of Raquette Lake Navigation Co

Raquette Lake Navigation Company Inc.

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Inc. Dean and Donna will stay on as employees of the company for a period of two years following the transfer to guide the transition.

The business was valued by the Small Business Development Center with oversight by a CPA. The business valuation was \$1.6 million. The valuation was as follows:

Cash	\$50,000
Inventory	\$15,000
Real Estate	\$865,000
Equipment	\$170,000
Goodwill	\$500,000
Total	\$1,600,000

The current shareholders are Donna, 60%, and Dean, 40%. Once financing is secured, in May or June of 2020 a gift of 6 shares to Rachel and 4 shares to Jim will be made by Donna and Dean Pohl. Donna and Dean will sell their remaining 90 shares to the corporation to be held in treasury. Certain business categories and their associated assets (Pohl Construction, LLC) currently owned by RLN will be spun off prior to the transition to Jim and Rachel. Additionally, the main residence, which also serves as the headquarters of RLN, will be transferred to RLN with an IRC 1031 exchange for Birch Cottage.

Summary of Transaction- Currently 100 outstanding shares at \$10,000 per share.

	Rachel	James	Treasury
Gift Shares*	6	4	
DANC Loan	24	16	
Treasury Note**	0	0	50
Total Shares	30	20	50

*Gift Shares-The maximum the Pohls can gift their children without triggering gift tax.

**Treasury Note – With each \$10,000 in principal paid down on the note a share will transfer to Rachel and James.

Support Letters – The applicant submitted support letters from NYS Senator James Tedisco, 49th Senate District, Town of Long Lake, Town of Indian Lake Chamber of Commerce, Town of Webb, and the Economic Growth Initiatives.

Management -

Raquette Lake Navigation Co Inc., a sub-chapter S Corporation, was incorporated in 1988 with Dean and Donna Pohl as sole shareholders: Donna owns 60 percent and Dean 40 percent. Donna is designated President while Dean is Vice-President. The purpose of this application is to provide a means for the second generation of Pohls (Rachel and Jim) to succeed as owners of Raquette Lake Navigation Co Inc. thru the acquisition of stock, both gift (10%) and purchase (90%). The business would continue as a sub-chapter S corporation. Rachel will own 60% and Jim will own 40%.

Rachel Pohl has a B.S. in Hospitality Administration from Buffalo State College. She is a Certified Executive Wine Sommelier and a 100-ton Master Captain issued by NYS Parks, Recreation, and Historic Preservation Marine Services Bureau. In addition to being the Front Operations Manager for

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the family business, she owns and operates Rachel's Adirondack Specialty Products, LLC that creates and distributes specialty Bloody Mary mixes through NYS. She is a bartender at Big Moose Inn during the winter months.

James Pohl has an Associate's Degree, Occupational Studies in Culinary Arts from the The Culinary Institute of America. He is the Executive Chef for the family business.

Financial Review

	2018	Restated 2018	2019	Restated 2019
Sales	642,017	613,190	586,515	586,515
Gross Profit	370,916	407,819	408,226	415,426
Expenses	418,425	331,919	435,019	344,702
Other Income/(Exp)	32		1,751	0
Net Income	(\$47,477)	75,900	(25,042)	70,724
Add Back:				
Depreciation	13,726	0	0	0
Interest	18,920	0	3,562	0
One Time Exp:	31,938	0	70,601	0
Cash for Debt Service	64,584	75,900	49,121	70,724
Tourism Fund	22,075	22,075	22,075	22,075
Treasury Note	36,000	36,000	36,000	36,000
Total Debt	56,075	56,075	56,075	56,075
Debt Service Coverage	1.08	1.35	.88	1.26

Sales Inc (Dec.)	1%	-----	(4%)	---
Gross Profit	58%	67%	70%	71%
Expenses	65%	54%	74%	59%
Profit Ratio	(7.4%)	12%	(4%)	12%

Treasury Note assumes \$3,000/month or \$36000 annually. This will leave a final balloon payment of \$48,622.

- Actuals for 2018 from the Form 1065 of the U.S. Return of Partnership Income. Projections were internally prepared for the new flagship. The restated 2018 was presented by the Small Business Development Center. The 2019 information was internally prepared. The 2019 restated was adjusted with information provided by the applicant.
- The financials are restated because Raquette Lake Navigation Co also reported the operations of Pohl Construction. Pohl Construction is being sold to another son. In addition, there were many seller discretionary expenses and one-time expenses in the tax return figures as well.

- The primary adjustments for 2018 are as follows:
 - Revenue adjustments due to other related businesses not included in the new transaction.
 - Cost of goods sold adjusted for personal consumption of food and bar items and for construction company expenses.
 - Adjusted expenses do not include interest or depreciation. Interest was \$18,920 and depreciation was \$13,726 in 2018. Primary adjustments were: \$6000 for personal vehicle fuel; \$6488 for insurance of a personal vehicle; \$1703 for personal office supplies; \$3539 for a computer and plastic chairs; \$10348 for a one-time boat repair; \$10,000 for equipment rental that was for Pohl Construction; \$11590 in small tools belonging to Pohls Construction; and other miscellaneous personal expenses.
- The primary adjustment for 2019 are as follows:
 - Cost of goods sold adjustments due to personal consumption of food and bar items.
 - Adjusted expenses do not include interest or depreciation. Interest was \$3,562 in 2019. Personal use adjustments were: \$6000 for vehicles, \$3165 for insurance which is a Pohl Construction expense; and \$6489 for personal vehicle insurance.
 - One-time expenses added back were: \$51,200 for renovations to the existing staff quarters, new fir wainscoting to exterior of pilot house and fore deck; \$4401 for 4 new queen mattresses, 3 new full mattresses, and some furniture; \$15,000 for sanitary piping in holds, retile heads, galley, bar; 2 new electric hot water heaters, 8 new pilot house windows, and 3 new windshield wipers for the pilot house.
- Speaking with Dean Pohl, the company spent quite a bit of money over the last two years for repairs, maintenance and improvements in order to turn the business over to the kids in a good condition and with everything in working order.
- The business has several revenue units.
 - Boat Tours and Special Events – Brought in about \$579,153 in 2019.
 - Gift Shop – converted caboose on the property to gift shop. Carries mostly products made locally, regionally, or in the USA. Brought in about \$57,451 in 2019.
 - Winter Ice Boat – did not operate winter 2019. In 2018, in an effort to extend the season, the Pohls' froze the boat into the ice and opened up for winter outdoor recreation enthusiasts. This brought in about \$17,481 in the winter of 2018.
 - Seasonal Rental Units – Bird's Nest remodeled winter 2019. 2020 will be the first year renting the Bird's Nest. To date they have grossed \$3,390 in rentals for 2020. Tree House is under construction. The Loft has not been rented for the past 3 winters. The winter of 2021 will be the first winter when they will be able to rent all three facilities with a maximum capacity of 14. Dean and Donna Pohl currently live in The Loft.
- The main source of income is from sales of tickets for boat cruises. On average, 15,000 visitors will board the WW Durant each year. They will spend on average \$16 for a sightseeing cruise, \$46 for a luncheon cruise, and \$67 for a dinner cruise. The business also sells add-ons such appetizers, alcoholic and non-alcoholic beverages and souvenirs from the gift shop.

- When you add back the one-time expenses in 2018 and 2019, while the DSC ratio for all debt is below 1, there would be sufficient cash flow to repay the DANC loan. The DANC loan will have priority to the cash flow.

PROJECTIONS

	Year One	Year Two	Year Three
Sales	591,684	653,516	686,448
Gross Profit	406,328	447,500	473,337
Expenses	316,880	330,280	378,721
Other Income/(Exp)			
Net Income	89,448	117,220	94,616
Add Back:			
Depreciation	0	0	0
Interest	0	0	0
One Time Exp:			
Cash for Debt Service	89,448	117,220	94,616
Tourism Fund	22,075	22,075	22,075
Treasury Note			
Total Debt	\$56,075	\$56,075	\$56,075
Debt Service Coverage	1.79	1.92	2.08

Sales Inc (Dec.)	1%	10.5%	5%
Gross Profit	69%	69%	69%
Expenses	54%	51%	55%
Profit Ratio	15%	18%	14%

- The projections assume aggressive 10% increase in sales in year two. Some of this is attributed to the fact that they will be renting all three units in 2021.
- Tour sales make up about 90% of total sales followed by gift shop sales of about 10%.
- A primary operating expense is payroll for the four officers of \$53,088 in year 1, \$50,568 in year 2, and \$48,560 in year 3. Staff payroll and associated expenses are \$113,651 in year 1, \$122,957 in year 2, and \$167,003 in year 3. Repairs and maintenance are budgeted for around \$13,000 annually, utilities are around \$12,000 annually, receptive supplier expenses are around \$22,000 annually, fuel is around \$11,000 annually, and insurance is about \$8,500 annually.

- If the projections hold true, the business would have sufficient cash flow to repay the DANC loan.

	2018	2019	At Closing
Assets			
Current	40,915	50,423	50,423
Fixed	169,453	175,585	175,585
Other	22,302	5,198	5,198
Total Assets	232,670	231,206	231,206
Liabilities			
Current	63,636	6,604	28,679
Long Term	664,861	715,160	939,471
Total Liabilities	728,497	721,764	968,150
Equity	(495,827)	(490,558)	(736,944)
Total Liabilities & Equity	232,670	231,206	231,206

Working Capital	(22,721)	43,819	21,744
Current Ratio	.64	7.64	1.76
Debt to Equity	(1.46)	(1.47)	(1.31)

- 2018 is from the tax return. 2019 was internally prepared. As a reminder these are for all companies combined and are not adjusted.
- Current assets are primarily in cash, \$26,428 in 2018 and \$25,416 in 2019, and inventory, \$10,501 in 2018 and \$10,500 in 2019. Fixed assets appear to include some items that may not go with Raquette Lake Navigation like an electric boat, \$53,898, and other equipment of Dean Pohl's of \$117,767.
- Long-term liabilities include a loan from officer of \$653,614 in 2019. I have asked for clarification on this loan and hope to have it by our meeting.
- The balance sheet only shows common stock of \$11,175. Negative retained earnings have eroded the value in the business.
- I completed the balance sheet at closing. At closing, assets will not change. Current liabilities will increase by the current portion of the DANC debt. The \$653,614 loan from officer will be forgiven which will increase equity. The new long term debt includes the long term portion of the DANC debt and the entire \$500,000 T Note as this is a standby-loan that only gets paid if there is sufficient cash flow. Equity improves by the \$653,614 shareholder loan that is forgiven but decreases by the \$900,000 stock buy-back. The sellers are gifting \$100,000 in stock that improves equity.

Personal Credit:

RLNC has a credit logic score of 86 which generally represents a low risk company. Their days beyond trade is 5 days or less. No collections, bankruptcies, tax liens, judgments or OFAC hits were found. There are three UCC filings for this company, however a search of the state's website only shows 1 open UCC with all others having been terminated. There is a UCC filed by Lien Solutions on

Raquette Lake Navigation Company Inc.

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a used 2009 Kobelco Model ED150-2 Excavator. The UCC is in the name of RLNC and Pohl Construction.

Rachel Pohl reports assets of \$108,389 and liabilities of \$60,733. Assets include \$22,292 in IRA or Other Retirement, \$15,759 present value of automobile, and \$64,492 as the value of her personal business. Her liabilities are a like amount of \$15,759 for her automobile that she leases, and \$41,422 in notes payable that she owes for her personal business. She has a credit score of 776. She has no derogatory comments. She reported income on her 2018 tax return of \$24,289. She reported unemployment income of \$3,370 and other business income of \$1,490.

James Pohl reports assets of \$104,000 and liabilities of \$6,800. Assets include \$100,000 in real estate which he has a contract on to sell. He leases his vehicle. His primary liability is his car lease payment for \$400 per month. He also owes \$2,229 on a credit card. He has a credit score of 761. He has no derogatory comments. He reported an adjusted gross income of \$23,700 in 2018.

*The credit report for James and Rachel was run together. They had total balances outstanding of \$35,366. The largest amounts of \$15,535 and \$8,373 were for the automobiles. There is one balance of \$5,156 with Sheffield Financial in dispute. The balances are for credit cards totaling \$6,302.

Collateral: The analysis below is based upon the appraisal of the boat completed by Great Lakes Marine Consultant for Dean Pohl as of February 25, 2015. The land on Brightside Road is owned by Raquette Lake Navigation. The office is located on this land. The land is landlocked with no waterfront. The market value is from the Hamilton County tax records. The business also owns the caboose which houses the gift shop. This is not located on land that they own. The applicant gave the value. There was no appraisal for this.

The fund would also have a first lien on all machinery and equipment, furniture and fixtures, inventory, accounts receivable and general intangibles of Raquette Lake Navigation Company, Inc. Without an appraisal I didn't include these items as part of the primary collateral analysis.

	<u>Market</u>	<u>Discount</u>
Boat (2015 Appraisal)	\$275,000	
Discounted @ 70%		\$192,500
Brightside Road (44.018-1-28.100)	\$109,900	
Discounted @ 70%		\$76,930
Caboose	\$64,000	
Discounted @ 70%		<u>\$44,800</u>
Total Primary Collateral	<u>\$448,900</u>	<u>\$313,690</u>
Tourism Fund	\$400,000	
Loan to Value	89.1%	1.27%

Without knowing the value of the caboose, and since the Brightside Road property is landlocked, I would suggest we take a mortgage on the main residence owned by Donna and Dean Pohl

Raquette Lake Navigation Company Inc.

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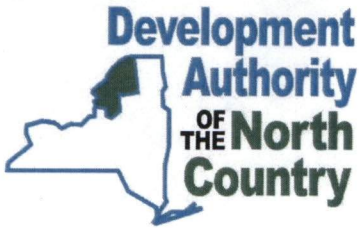
located at 254 Antlers Road, Racquette Lake. They have indicated that they would transfer this property to Raquette Lake Navigation Company, Inc. An appraisal completed 1/11/19 for Dean and Donna Pohl reflected a value of \$390,000. Market value from the Hamilton County tax records was \$249,200.

	<u>Market</u>	<u>Discount</u>
254 Antlers Road	\$390,000	
Discounted @ 70%		\$273,000

Contingencies:

- Cash equity of \$40,000 (minimum) into the project demonstrated by copies of cancelled checks and invoice. **This could be demonstrated by Treasury Note.**
- MWBE will not apply as it is acquisition
- Labor Peace does not apply as it is an existing business
- Key Man Life Insurance on Rachel Pohl and James Pohl in the amount of the loan
- Personal guaranty of Rachel Pohl and James Pohl
- Review and approval of stock purchase agreement between Dean and Donna Pohl and Raquette Lake Navigation Company, Inc.
- Confirmation from Dean and Donna Pohl that shareholder loan will be forgiven
- Subordination of any other shareholder debt, if any, to DANC Loan
- Subordination of treasury note in the amount of \$500,000 to Tourism Loan
- Copies of invoices, and cancelled checks or bank statements
- ESD approval of amount and use of funds

Motion: Second:



Board Resolution No. 2020-03-46
March 26, 2020

**REGIONAL TOURISM TRANSFORMATIONAL COMMUNITY
REVOLVING LOAN FUND
TRUSTWORTHY, LLC**

Whereas, **Resolution No. 2013-08-12** establishes the Regional Tourism Transformational Community Revolving Loan Fund, and

Whereas, the Regional Loan Review Committee has the authorization to commit loans of up to \$250,000 with the Authority Board ratifying the loan at its next meeting, and

Whereas, the Regional Loan Review Committee met March 12, 2020 to review an application from Trustworthy, LLC, requesting \$250,000 from the Regional Tourism Transformational Community Revolving Loan Fund in order to make improvements at its hotel located at 8 Everleth Drive in Plattsburgh, NY, and

Whereas, the committee felt that it met the criteria of the loan program in improving the quality of lodging in the Plattsburgh area, and

Whereas, the Regional Loan Review Committee approved a commitment of \$250,000 from the Regional Tourism Transformational Community Revolving Loan Fund at the terms and conditions attached.

Now, therefore be it

RESOLVED, Development Authority of the North Country does hereby ratify a loan in the amount of \$250,000 from the Regional Tourism Transformational Community Revolving Loan Fund to Trustworthy, LLC at the terms and conditions outlined on the attached Term Sheet, and further authorizes the Executive Director or the Deputy Executive Director/CFO to execute all documents necessary to make the loan, and be it further

RESOLVED, this is considered a Type II Action under the State Environmental Quality Review (SEQRA) and is considered an exempt activity requiring no further action.

TERM SHEET

- Borrower:** Trustworthy, LLC
- Loan Fund:** Regional Tourism Transformational Community Revolving Loan Fund [Empire State Development Funds]
- Amount:** \$250,000
- Loan Term:** 20 years
- Loan Rate:** 1%
- Loan Payment:** Regular monthly principal and interest payments to fully amortize the loan
- Collateral:** Third mortgage and assignment of rents and leases on 8 Everleth Drive, Plattsburgh, NY 12901;
- 3rd lien on all machinery and equipment, furniture and fixtures, inventory, accounts receivable, and general intangibles of Trustworthy, LLC
- Conditions:**
- Cash equity of a minimum of \$25,000 demonstrated by copies of cancelled checks and invoices. Affidavit by applicant verifying additional \$124,777 in owner equity into the project.
 - Labor peace does not apply as it is an existing business
 - Personal Guarantees of Pradyumanbahi Jariwala and Naliniben Jariwala
 - Key man life insurance on Bhavik Jariwala in the amount of the loan
 - Satisfactory MWBE utilization plan showing 30% of purchases from certified woman or minority owned firms; or waiver request if acceptable
 - Copies of invoices, and cancelled checks or bank statements
 - Applicant has already closed on Champlain National Bank financing and has commitment letter from ESCDC 504 loan.

TRANSFORMATIONAL TOURISM FUND

Borrower: Trustworthy, LLC

Project Location: 8 Everleth Drive, Plattsburgh, NY 12901

Borrower Address: 15 Shelbourne Drive, Clifton Park, NY 12065

Ownership: Pradyumanbhai Jariwala – 50%
Narliniben Jariwala – 50%

Loan Amount: \$250,000.00

Term: 20 years

Rate: 1%

Payments: Monthly principal and interest

Guarantor: Pradyumanbhai Jariwala and Naliniben Jariwala

Use of Funds: Capital improvements

Collateral: Third mortgage position and assignment of rents and leases on 8 Everleth Drive, Plattsburgh, NY 12901; third lien on all assets of business

Jobs: Existing: 23 FTE (assumes 26 employees of which 75% are full-time year round)
Years 1-3: 0

Total Project Costs

Sources of Funds

Tourism Loan Fund	\$ 250,000.00
Champlain National Bank	\$6,695,754.00
ESCDC SBA 504	\$3,263,000.00
Equity	\$ 149,777.00

Total	\$10,358,531.00
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Uses of Funds

Improvements	\$3,621,000.00
FFE	\$1,466,025.00
Soft Costs	\$ 421,729.00
Franchise Fee (equity)	\$ 25,000.00
Roof (equity)	\$ 124,777.00
Refinance Existing Debt	<u>\$4,700,000.00</u>
Total	\$10,358,531.00

Champlain National Bank – ARM fixed for first 78 months then adjusted by adding 2.70 points to the then prevailing Federal Home Loan Bank of New York 5 year advance rate. The initial rate will be set 3 business days prior to closing. During first 18 months of loan it will operate as a non-revolving construction line of credit with advances available up to the credit limit. Loan will automatically convert to permanent. The total term is 138 months with 18 months construction phase and 120

Trustworthy LLC

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months repayment phase. The loan will be amortized over 300 months with a balloon payment at maturity. This loan has already closed.

ESCDC SBA 504- Fixed rate of interest established on the date of the debenture sale. 25 year term amortized over 25 years. Rate currently 3.71%

***Equity-**Champlain Bank required proof of \$1,742,960 in equity and ESCDC SBA 504 required proof of \$1,360,960 in equity. For their purposes, the equity in the real estate was sufficient to meet this requirement. ($\$12,440,000 - \$6,695,754 - \$3,263,000 = \$2,481,246$). The ESD Tourism Funds requires 10% cash equity demonstrated by invoices and cancelled checks. At a minimum, the Authority will require \$25,000 in cash equity for this loan to be approved.

Description of Project

Pradyumanbhai Jariwala and Naliniben Jariwal are the primary owners of Trustworthy LLC which acquired the property in October 2009. They have operated the facility as a Days Inn franchised hotel since acquiring the property. The Days Inn brand is a franchisee under the Wyndham Hotels parent company. It is an economy branded hotel that has the following complimentary amenities: breakfast, free parking, indoor pool and fitness room, complimentary wireless internet, and cable television. There are 107 rooms.



The current customer mix is of corporate travelers and leisure travelers. The major demand generators in the area are SUNY Plattsburgh, CVPH Hospital, highway travelers including Canadians driving into the US, and businesses like Bombardier, Nova Bus, Georgia Pacific, and Norsk Titanium. Lodging demand fluctuates based on seasonal fluctuations. The winter is the slow season while the fall and spring are considered medium/average season. The summer is peak/busy season.

Substantial investment was made after the property was acquired. However, ADR, or average daily rate, growth has been stagnant for almost a decade under the Days Inn brand. With wages increasing and operating expenses on the rise, the owners recognize it is necessary to make improvements to the facility. IHG has consented to convert the hotel into a Holiday Inn Express which is arguably IHG's strongest brand. There are over 2,800 Holiday Inn Express's in IHG's system. The project will provide enhanced lodging in the Plattsburgh/Clinton County region while providing a well-known brand to the community.

With Plattsburgh being only approximately 1 hour from Montreal by car, it certainly has become the Quebec region's 'US hub'. New York State is Quebec's biggest trading partner at around \$6 billion per year. Plattsburgh acts as a gateway for Canadian companies looking to access the US market. In the last decade, the City of Montreal has grown immensely and the growth doesn't look to be slowing down. This will continue to have a very positive affect on the region. Plattsburgh is also a great lay over for many Canadian leisure travelers visiting the United States.

With companies such as Bombardier, Nova Bus and Georgia Pacific having offices/facilities in Plattsburgh, the region already has strong corporate demand generators. With having SUNY Plattsburgh as an educational anchor, CVPH as the region's largest hospital and easy access from the Northway, Plattsburgh will continue to see demand growth in the lodging sector. Nationally recognized hotel flags such as Hampton Inn by Hilton and Fairfield Inn by Marriott already have a presence in Plattsburgh. There also exists a Holiday Inn from the 1960's which will be losing its flag later on in 2019. With IHG allowing Trustworthy LLC to convert to a Holiday Inn Express, it shows that the brand has a lot of faith in the owners and operator of the property since this is not a small conversion. What the region will have is essentially a brand-new hotel with arguably the best location in the entire market.

The Plattsburgh region already commands great lodging demand to both corporate and leisure customers. Holiday Inn Express fits in as a wonderful brand that caters to both of these segments. Consumer needs for lodging has increased considerably as technology and guests' needs have evolved. The owners look forward to providing exceptional customer service while offering essentially a brand-new hotel with all the great amenities guests are looking for. Tourism in the Adirondacks continues to increase and the applicants believe having strong lodging options in the region will definitely activate further tourism, diversify the local economy and provide further private investment which is already occurring every day. Anyone staying in the area will visit local restaurants, shop at stores and spend consumer dollars.

Like most good lodging markets, competition is readily available and that holds true in the Plattsburgh market. As a Holiday Inn Express, the most direct competitors will be the Hampton Inn by Hilton and the Fairfield Inn by Marriott which are both located approximately 1/3 of a mile away. Other competitors include the LaQuinta, Best Western and Comfort Inn. As discussed, the existing Holiday Inn will be down-flagged in approximately 6 months. Most of the hotels in the Plattsburgh market offer very similar amenities. The Holiday Inn Express flag is arguably the most well-known flag to both US and Canadian travelers. The complimentary breakfast is known as one of the industry's best and this will be a competitive advantage against competitors. Plattsburgh is a very transient market so the Holiday Inn being located directly off of the interstate will also be a big competitive advantage.

Funding Needs - Due to the age of the hotel being more than 30 years old, much of its infrastructure was in need of substantial upgrades. At first, the owners believed this to be a more cosmetic renovation however once qualified architects and engineers were hired, they determined the need for substantial upgrades to the building's mechanicals, plumbing, electric and HVAC. The building is solid block, plank and brick construction which was critical, as such a substantial investment may have not been warranted if the existing structure was wood construction. The owners started the conversion project with funding from Champlain Bank, however in order to successfully finish the project in May/June of 2020 they need additional funds.

Other efforts to support this project include:

- The Holiday Inn Express brand has provided discounted franchise fees during the ramp up process which also assists with the bottom line.
- They were able to get many IDA incentives from the Clinton County IDA. These incentives include a 10-year pilot on the increased amount in the property's assessment value, mortgage tax exemption and sales tax exemption on construction material and FF&E. The PILOT will further assist with the cash flow.

Management -

The owners of Trustworthy have been in the hospitality/hotel business for over 30 years. They have successfully owned and operated several other hotels in the Northeast Region. Bhavik Jariwala is the son of the current owners and owns and operates his own hotel management company called Oakfield Hospitality. Bhavik has previously worked for corporate Marriot and also has his MBA in Hospitality Management. Oakfield Hospitality is a management company that is approved to manage the hospitality industry's most well-known and recognized brands under Choice Hotels, Wyndham, Hilton, Marriott and IHG. Oakfield Hospitality has a general manager at each of its hotel locations. The General Manager reports to a VP of Operations based out of Oakfield's central/corporate office. The central office includes operations, sales and marketing, revenue management, HR and accounting personnel that supports hotels within the entire portfolio.

Financial Review

	2018	2019	Year One	Year Two	Year Three
Sales	1,803,786	1,637,840	3,029,837	3,308,582	3,578,232
Gross Profit	1,803,786	1,637,840	2,259,766	2,467,664	2,668,779
Expenses	1,704,217	1,572,797	1,028,653	1,147,575	1,235,289
Other Income/(Exp)			(88,609)	(96,761)	(104,647)
Net Income (Loss) after FF&E Reserve	99,569	65,043	1,142,504	1,223,328	1,328,663
Add Back:					
Depreciation	241,872	185,258	0	0	0
Interest	216,000	208,431	0	0	0
Principal on Debt	134,261	160,675	-----	-----	-----

March 3, 2020

Cash for Debt Service	691,702	554,364	1,142,504	1,223,328	1,328,663
Tourism Fund	13,797	13,797	13,797	13,797	13,797
Champlain Bank	424,116	424,116	424,116	424,116	424,116
ESCDC SBA 504	200,460	200,460	200,460	200,460	200,460
Total Debt	638,373	638,373	638,373	638,373	638,373
Debt Service Coverage	1.08	.87	1.79	1.92	2.08

Sales Inc (Dec.)	----	(9.2%)	85%	9%	8%
Gross Profit	----	-----	75%	75%	75%
Expenses	95%	96%	34%	37%	35%
Profit Ratio	5.5%	4%	38%	37%	37%

Champlain Bank assumes rate of 4% amortized over 25 years (\$35,343 monthly)

ESCDC SBA 504-assumes rate of 3.71% over 25 years (\$16,705 monthly)

- Actuals from the Form 1065 of the U.S. Return of Partnership Income. Projections were internally prepared for the new flagship.
- A search of the website lists their best available rate, flexible as \$69USD/night for 2 double beds. For two queen beds the best available rate, flexible is \$79USD/night. For 1 Queen Bed, Business Room the best available rate, flexible is \$84. On 3/4/2020 when I searched the website there were only 3 rooms left for the 2 double beds, and 1 room left for the 1 Queen Bed, Business Room.
- The projections assume an Average Daily Rate (ADR) of \$119.22 for Year 1, \$123.99 for Year 2, and \$127.71 for Year 3. The Revenue per Available Room for Year 1 is \$75.63, \$82.59 for Year 2, and \$89.32 for Year 3. The occupancy rate for Year 1 is 63.43%, 66.6% in Year 2, and 69.93% for Year 3.
- Statistics for the STR Destination Report for Clinton County for 2018 and 2019 showed the occupancy rate pretty much held steady at around 61%. The average daily rate increase by about 3.3% in 2019 over 2018 to \$97.63. The RevPar increased by 4.1% in 2019 to about \$60.09 but was down for the same time period in 2018 which was at \$67.72.
- The typical customer stays an average of 2 nights with the majority being between 1-3 nights. The Plattsburgh lodging market consists of approximately 8-10 branded or 'flagged' hotels and several smaller, independent motels. Most of the branded hotels rely on their parent company's reservation system for a good portion of the distribution. Hotels also use 3rd party sites called OTA's or online travel agencies as booking engines. The Holiday Inn Express will also have a dedicated sales manager who will assist in driving sales/top line revenues.

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- Once the renovation and conversion from a Days Inn to a Holiday Inn Express is complete, the hotel will have the newest guestrooms in the entire market with the best location in the entire market. In approximately 6 months, the existing Holiday Inn will lose its flag and affiliation with IHG so the Holiday Inn Express will then be the only IHG branded hotel in the market.
- Their occupancy rate in 2018 was 52% and it was 60% in 2019. The applicants started the conversion in November 2019. They remained operational during the conversion, however more than 2/3 of their inventory has been out of service due to the renovations. This impacted their year-end 2019 revenues. A quick analysis confirmed that this would have had an impact on year-end figures in line with 2018 figures.
- Other income includes a new mini convenience store in the lobby that will sell beer/wine as well as other sundry items; and they will be adding a meeting room which they will charge rental fees.
- There were no cost of goods sold identified on the tax returns. It is assumed that these costs were included in the expenses.
- Primary expenses in 2018 and 2019, respectively were as follows:
 - Salaries and wages – \$440,725 and \$400,231
 - Interest - \$216,000 and \$208,431
 - Depreciation - \$241,872 and \$185,258
 - Utilities - \$92,166 and \$92,273
 - Commissions-\$60,873 and \$82,473
 - Franchise Fee - \$179,321 and \$64,930
 - Taxes - \$130,423 and \$96,893
- It appears that much of the expenses for the projections were based on industry averages, however based upon my analysis, are comparable to historic figures.
- The expenses as a percentage of sales for years 1-3 appear much lower than historic. Looking into this a bit, the gross expenses when you include cost of goods sold, general and administrative, franchise and management fees, insurance and property taxes are actually higher than current expenses. However, since sales have increased, expenses as a percentage of sales have decreased significantly. As mentioned above, I attribute the sales increase to the increase in the average daily rate from about \$70 per night now to \$119 per night. Their projected occupancy rate is slightly higher than the average for Clinton County, however it will be a new product with a highly visible brand. They are also proposing to put 3% of total revenue aside annually for a furniture, fixtures and equipment reserve.

Cashflow

- For purposes of this analysis I added back principal paid in 2018 and 2019 since this debt was refinanced.
- Other than 2019 when they started renovations in November and took 2/3 of the units off-line, there was sufficient cash flow in 2018 to repay the new debt.

	2018	2019	At Closing
Assets			
Current	120,678	383,815	805,544
Fixed	4,483,686	5,082,989	9,494,791
Other	48,547	51,627	76,627
Total Assets	4,652,911	5,518,431	10,376,962
Liabilities			
Current	24,027	192,615	443,912
Long Term	4,877,363	5,516,688	9,974,145
Total Liabilities	4,901,390	5,709,303	10,418,057
Equity	(248,479)	(190,872)	(41,095)
Total Liabilities & Equity	4,652,911	5,518,431	10,376,962

Working Capital	\$96,651	\$191,200	\$361,632
Current Assets	5.02	1.99	1.82
Debt to Equity	(19.72)	(29.91)	(253.51)

- Cash increased in 2019 by \$199,767. There was a receivable of \$41,253 and prepaid expenses of \$37,155 at 12/31/2019. Cash at closing increases primarily for soft costs associated with the loans. These fees include the SBA 504 loan program costs, bank closing costs, IDA fees, Architectural fees, and the bank construction review fee, among others.
- Fixed assets increase at closing by the improvements and FFE.
- Other assets at closing increased by the Franchise Fees which will be amortized.
- Current assets will increase at closing for the current portion of long term debt.
- Long term liabilities increase by the long-term portion of the debt. At closing, \$4.7 million of long term debt in 2019 was refinanced. There was also loan from partners on the books at 12/31/19. These funds were used for improvements. This was refinanced at closing as well. I adjusted fixed assets to reflect the change.
- The business is highly leveraged. Although based upon the appraisal, there is significant equity in the business that is not on the books.

Personal Credit:

Pradyumbhai and Naliniben Jariwala report assets of \$15 million and liabilities of \$9.6 million. Assets include cash of \$275,000, retirement of \$328,000, and real estate of \$625,000. They include equity in four companies including Trustworthy LLC, \$7.4 million, Queensbury Lodging LLC (Sleep Inn & Suites in Queensbury), 25% member worth \$1.5 million, Waters Edge Lodging LLC (Homewood Suites by Hilton in Schenectady), 16.25% member worth \$3.25 million, and Aviation Hospitality LLC (Home2 Suites by Hilton in Queensbury), 14.27% member worth \$1.997 million. Liabilities are primarily mortgages on the hotels. He owes \$370,000 on his personal residence. He has a credit score of 794. His credit report only shows liabilities of \$406,410. This includes a mortgage, installment loan for \$31,125, and credit card of \$4,291. He has no derogatory comments. She has a credit score

March 3, 2020

of 745. She shows debt of \$384,533 which is primarily the mortgage, an installment loan of \$8,596, and credit card of \$4,959. The \$8596 is under dispute. She has no derogatory comments. He reports annual income of \$130,000. Per their 2017 and 2018 tax returns they reported \$330,345 AGI in 2017 and (\$74,801) AGI in 2018. Most of their income was from nonpassive sources. The only income they reported was taxable interest, pensions, and Social Security. They had losses from investments which reduced their AGI. In 2017, they had capital gain of \$452,501.

Collateral: The analysis below is based up the appraisal of real property completed by Cushman & Wakefield for Champlain National Bank as of March 14, 2019. Based upon \$3.8 million renovation of the hotel to update and convert the property to a Holiday Inn Express franchise tht will also expand the hotel to 10 rooms.

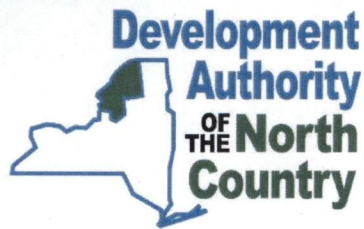
		<u>As-is</u>	<u>Upon Completion</u>	<u>Discount</u>
Real Estate:	Real Property (70%)	\$8,390,000	\$12,440,000	\$8,708,000
	Personal Property (50%)	\$710,000	\$1,460,000	\$730,000
	Value Conclusion	\$9,100,000	\$13,900,000	\$9,438,000

Champlain National Bank	\$6,695,754			
ESCDC SBA 504	\$3,263,000			
Total Senior Debt	\$9,958,754			
Collateral Available to Tourism Fund		(\$858,754)	\$3,941,246	(\$520,754)
Tourism Fund	\$250,000			
Loan to Value		(29.1%)	6.3%	(48%)

Contingencies:

- Cash equity of \$25,000 (minimum) into the project demonstrated by copies of cancelled checks and invoice. Affidavit attesting to the additional \$124,777 in equity contributed to the project.
- Acceptable MWBE Utilization Plan Waiver
- We have the commitment letters for the other funding sources and the applicant has already closed on the Champlain National Bank financing
- Labor Peace does not apply as it is an existing business
- Key Man Life Insurance on Bhavik Jariwala in the amount of the loan
- Personal guaranty of Pradyumanbahi Jariwala and Naliniben Jariwala
- Copies of invoices, and cancelled checks or bank statements

Motion: Second:



Board Resolution No. 2020-03-47
March 26, 2020

**ST. LAWRENCE COUNTY INDUSTRIAL DEVELOPMENT AGENCY
ECONOMIC DEVELOPMENT FUND
LOAN MODIFICATION**

Whereas, **Resolution No. 2018-05-65** authorized a loan from the Community Development Loan Fund in the amount of \$750,000 to the St. Lawrence County Industrial Development Agency (IDA) for bridge financing toward the redevelopment project at the former Jones and Laughlin (J&L) site, Town of Clifton, and

Whereas, **Resolution No. 2018-12-140** created the Authority Economic Development Fund and affirmed that **Resolution No. 2018-05-65** would be funded through this program, and

Whereas, the IDA is requesting an extension of this loan through December 31, 2020, or upon receipt of like grant funds, whichever occurs first, while they await reimbursement from grant sources, and

Whereas, the IDA has paid accrued interest on this loan through February 29, 2020, and

Whereas, Development Authority Engineering staff has an agreement with the St. Lawrence County Industrial Development Agency to oversee the work to be completed at the site, and

Whereas, all other terms and conditions will remain the same.

Now, therefore be it

RESOLVED, the Development Authority of the North Country does hereby approve a loan modification for the St. Lawrence County Industrial Development Agency for its loan in the amount of \$750,000 from the Authority Economic Development Fund at the terms and conditions as attached, and authorizes the Executive Director or Deputy Director/CFO to execute all documentation.

TERM SHEET

Borrower: St. Lawrence County Industrial Development Agency

Loan Fund: Community Development Loan Fund Economic Development Fund

Loan Amount: \$750,000.00

Term: December 31, 2020, or upon receipt of like amount of funds, whichever occurs first.

Rate: 1.5%

Payment: Interest-only due upon receipt of payment

Collateral: Assignment of grant proceeds



ST. LAWRENCE COUNTY INDUSTRIAL DEVELOPMENT AGENCY

Ernest J. LaBaff Industrial Building ~ 19 Commerce Lane, Suite 1 ~ Canton, New York 13617
Phone: (315) 379-9806 / TDD: 711 ~ Fax: (315) 386-2573 ~ www.SLCIDA.com

March 5, 2020

Michelle Capone
Director of Regional Development
Development Authority of the North Country
317 Washington Street
Watertown, NY 13601

Dear Michelle:

St. Lawrence County Industrial Development Agency would like to request an extension on the financing provided to us for the Phase II J&L Site Redevelopment. The current financing of \$750,000 was to be repaid on March 31, 2020. At this time we are still awaiting funding reimbursement for the expenses associated with the redevelopment project. We would like to request an extension on the term to be December 31, 2020 or upon receipt of the final disbursement from the grant proceeds, whichever occurs first.

The project is nearly complete, and the reimbursement of funding has been submitted.

We appreciate the support of the Development Authority of the North Country in this endeavor. Please contact me if you have any questions or comments.

Sincerely,

Kimberly A. Gilbert
Chief Financial Officer

DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY
For the Eleven Months Ending Friday, February 28, 2020

	<u>YTD ACTUAL</u>	<u>3/31/2019 Total</u>
STATEMENT OF NET POSITION		
ASSETS		
Cash and Cash Equivalents	\$5,941,344.51	\$10,770,115.75
Accounts Receivable	2,679,240.37	3,183,197.81
Unbilled Revenue	374,277.19	404,913.92
Interest Receivable	196,292.14	199,206.11
Loans Receivable, net	35,986,898.75	34,203,902.66
Inventory	15,725.34	15,725.34
Prepaid Expense	555,238.81	394,117.96
Investments	34,558,748.05	36,633,184.65
Funds Held In Trust	12,962,637.90	1,270,961.61
OPEB Reserve Fund	4,825,490.91	4,719,270.17
Restricted Assets	66,698,949.16	65,922,389.62
Leased Property	78,861.33	97,184.80
Capital Assets, net	72,647,925.04	67,237,939.00
Total Assets	237,521,629.50	225,052,109.40
DEFERRED OUTFLOWS OF RESOURCES		
Pension	2,163,205.00	2,163,205.00
OPEB	196,246.00	196,246.00
Total Deferred Outflows of Resources	2,359,451.00	2,359,451.00
TOTAL ASSETS PLUS DEFERRED OUTFLOWS	239,881,080.50	227,411,560.40
LIABILITIES		
Accounts Payable	441,687.28	1,972,696.50
Grants & Passsthroughs Payable	348,099.20	370,279.45
Community Benefits Payable	104,114.37	162,073.16
Interest Payable	297,691.64	96,150.54
Accrued Expenses	320,456.19	390,504.75
OPEB Liability	5,504,609.90	5,074,820.00
Net Pension Liability	573,949.00	573,949.00
Unearned Income	6,892,571.42	7,437,669.23
Lease Obligation	78,861.33	97,184.80
Funds Held for Others	10,266,884.20	10,266,884.20
Due to US ARMY	749,985.00	749,985.00
Landfill Closure & Post Closure	18,537,864.23	17,641,094.61
Long-term Liabilities	23,321,896.73	11,839,459.96
Total Liabilities	67,438,670.49	56,672,751.20
DEFERRED INFLOWS OF RESOURCES		
Pension	1,855,110.00	1,855,110.00
OPEB	93,330.00	93,330.00
Total Deferred Inflows of Resources	1,948,440.00	1,948,440.00
TOTAL LIABILITIES PLUS DEFERRED INFLOWS	69,387,110.49	58,621,191.20
NET POSITION		
Invested In Capital Assets, Net	63,381,914.76	57,345,812.37
Restricted for:		
Community Rental Housing Program	14,238,703.02	14,152,949.53
Community Development Loan Fund	7,975,578.37	6,872,251.33
Affordable Housing Program	22,852,616.24	22,547,675.54
Army Water & Sewer	1,800,000.00	1,800,000.00
Regional Waterline	477,482.09	477,482.09
Reserve For Liner & Replacement	5,592,764.11	6,568,802.21
Reserve For Wetland Mitigation	1,290,015.63	2,128,429.08
OATN Reserve	6,701,386.57	7,216,669.27
Total Restricted	60,928,546.03	61,764,259.05
Board Designated for:		
Supplemental Insurance Reserve	7,000,000.00	7,000,000.00
Infrastructure Development	223,107.42	223,107.42
Capital Reserve	12,624,458.25	17,263,675.78
Tip Fee Stabilization	4,354,134.83	4,218,723.21
Landfill Gas Reserve	1,589,718.37	1,122,088.98
Economic Development Fund	5,640,399.19	5,641,845.51
Affordable Housing Program	3,000,000.00	3,000,000.00
Administrative Reserve	4,000,000.00	4,000,000.00
Total Board Designated	38,431,818.06	42,469,440.90
Undesignated	7,751,691.16	7,210,856.88
Total Net Position	170,493,970.01	168,790,369.20
Total Liabilities, Deferred Outflows & Net Position	239,881,080.50	227,411,560.40

DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY
For the Eleven Months Ending Friday, February 28, 2020

	<u>YTD ACTUAL</u>	<u>3/31/2019 Total</u>
<u>CHANGE IN NET POSITION</u>		
OPERATING REVENUE:		
Customer Billings	20,926,243.71	22,315,014.14
Grant Revenue	2,157,292.25	2,251,440.62
Loan Interest Income	681,092.06	661,274.95
Other Income	961,948.08	928,137.80
Total Operating Revenue	24,726,576.10	26,155,867.51
OPERATING EXPENSES		
Depreciation & Amortization	7,615,909.79	9,086,682.05
Salaries	5,379,915.77	5,731,791.61
Fringe Benefits	2,452,345.80	2,500,705.45
Operation & Maintenance	2,177,109.64	2,217,156.29
Recycling Transfer Station	132,007.20	0.00
Waste Diversion	841,493.58	304,510.56
Wastewater Treatment	1,178,167.69	1,196,193.97
Closure & Post Closure Costs	957,092.12	1,037,920.58
Community Benefits	800,620.23	987,945.04
Water Purchases	509,181.14	600,528.97
Office & Administration	388,482.61	445,672.43
Insurance	356,216.74	383,826.53
Utilities	115,982.22	162,426.82
Bad Debt Expense	419,928.02	12,112.35
Materials & Supplies	228,171.31	260,724.90
Professional Fees	288,444.80	219,736.98
Repairs & Maintenance	110,269.08	96,470.22
Automobile	296,472.99	287,673.75
Computer Expenses	251,914.12	276,734.04
Grants	722,175.64	732,672.04
NYS Administrative Assessment	0.00	122,000.00
Total Operating Expenses	25,221,900.49	26,663,484.58
Total Operating Income	(495,324.39)	(507,617.07)
NON-OPERATING REVENUE (EXPENSE)		
Interest Income	2,683,761.71	2,277,167.84
Gain on Sale of Fixed Assets	81,291.40	115,331.18
Interest Expense	(437,280.35)	(322,626.62)
Bond Issuance Costs	(128,847.57)	0.00
Total Non-Operating Expense, Net	2,198,925.19	2,069,872.40
CHANGE IN NET ASSETS	1,703,600.80	1,562,255.33

DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY
For the Eleven Months Ending Friday, February 28, 2020

	ADMIN	MATERIALS MGMT	TELECOM	ARMY SEWER	ARMY WATER	REGIONAL WATER	WQ CONTRACTS	ENGINEERING	REGIONAL DEVELOPMENT	TOTAL
STATEMENT OF NET POSITION										
ASSETS										
Cash and Cash Equivalents	\$5,941,344.51									\$5,941,344.51
Accounts Receivable	(3,471.51)	969,792.19	1,230,852.35	187,524.52	143,136.00		19,864.90	120,923.20	10,618.72	2,679,240.37
Unbilled Revenue	(477.42)			111,130.53	23,054.77	61,894.70	68,543.92	95,237.15	14,893.54	374,277.19
Interest Receivable	22,719.38	38,572.69	33,915.21						101,084.86	196,292.14
Loans Receivable, net									35,986,898.75	35,986,898.75
Inventory		15,725.34								15,725.34
Prepaid Expense	513,763.26		41,475.55							555,238.81
Investments	9,711,713.27	19,031,466.45	1,944,520.71						3,871,047.62	34,558,748.05
Funds Held In Trust		12,962,637.90								12,962,637.90
OPEB Reserve Fund	4,825,490.91									4,825,490.91
Restricted Assets		27,145,431.81	10,679,709.91	1,887,292.19	1,029,432.11	478,353.78			25,478,729.36	66,698,949.16
Leased Property									78,861.33	78,861.33
Capital Assets, net	708,074.60	35,903,904.41	26,081,793.08	3,502,286.62	3,233,004.46	3,159,619.66		59,242.21		72,647,925.04
Total Assets	21,719,157.00	96,067,530.79	40,012,266.81	5,688,233.86	4,428,627.34	3,699,868.14	88,408.82	275,402.56	65,542,134.18	237,521,629.50
DEFERRED OUTFLOWS OF RESO...										
Pension	2,163,205.00									2,163,205.00
OPEB	196,246.00									196,246.00
Total Deferred Outflows of Resources	2,359,451.00									2,359,451.00
TOTAL ASSETS PLUS DEFERRED...	24,078,608.00	96,067,530.79	40,012,266.81	5,688,233.86	4,428,627.34	3,699,868.14	88,408.82	275,402.56	65,542,134.18	239,881,080.50
LIABILITIES										
Accounts Payable	6,296.88	44,034.61	78,067.19	201,595.96	95,400.50	12,256.58	92.74	3,942.82		441,687.28
Grants & Passthroughs Payable			393,100.00						(45,000.80)	348,099.20
Community Benefits Payable		104,114.37								104,114.37
Interest Payable		297,691.64								297,691.64
Accrued Expenses	94,387.03	62,454.01	76,115.46	16,757.24	16,757.23			53,985.22		320,456.19
OPEB Liability	5,504,609.90									5,504,609.90
Net Pension Liability	573,949.00									573,949.00
Unearned Income			6,473,636.91						418,934.51	6,892,571.42
Lease Obligation									78,861.33	78,861.33
Funds Held for Others				749,985.00					10,266,884.20	10,266,884.20
Due to US ARMY										749,985.00
Landfill Closure & Post Closure		18,537,864.23								18,537,864.23
Long-term Liabilities	1,014,000.00	19,627,467.48				1,747,095.92			933,333.33	23,321,896.73
Internal: Due To/Due From	9,525,726.17	(8,650,302.90)	232,065.03	(1,568,554.30)	789,059.94	(322,385.09)	(355,050.40)	196,294.22	153,147.33	
Total Liabilities	16,718,968.98	30,023,323.44	7,252,984.59	(600,216.10)	901,217.67	1,436,967.41	(354,957.66)	254,222.26	11,806,159.90	67,438,670.49
DEFERRED INFLOWS OF RESOURCES										
Pension	1,855,110.00									1,855,110.00
OPEB	93,330.00									93,330.00
Total Deferred Inflows of Resources	1,948,440.00									1,948,440.00
TOTAL LIABILITIES PLUS DEFERR...	18,667,408.98	30,023,323.44	7,252,984.59	(600,216.10)	901,217.67	1,436,967.41	(354,957.66)	254,222.26	11,806,159.90	69,387,110.49
NET POSITION										
Invested In Capital Assets, Net	708,074.60	28,384,990.05	26,081,793.08	3,502,286.62	3,233,004.46	1,412,523.74		59,242.21		63,381,914.76
Restricted for:										
Community Rental Housing Program									14,238,703.02	14,238,703.02
Community Development Loan Fund									7,975,578.37	7,975,578.37
Affordable Housing Program									22,852,616.24	22,852,616.24
Army Water & Sewer				900,000.00	900,000.00					1,800,000.00
Regional Waterline						477,482.09				477,482.09
Reserve For Liner & Replacement		5,592,764.11								5,592,764.11
Reserve For Wetland Mitigation		1,290,015.63								1,290,015.63
OATN Reserve			6,701,386.57							6,701,386.57
Total Restricted		6,882,779.74	6,701,386.57	900,000.00	900,000.00	477,482.09			45,066,897.63	60,928,546.03
Board Designated for:										
Supplemental Insurance Reserve		7,000,000.00								7,000,000.00
Infrastructure Development				223,107.42						223,107.42
Capital Reserve		12,065,484.06		353,571.88	205,402.31					12,624,458.25
Tip Fee Stabilization		4,354,134.83								4,354,134.83
Landfill Gas Reserve		1,589,718.37								1,589,718.37
Economic Development Fund									5,640,399.19	5,640,399.19
Affordable Housing Program									3,000,000.00	3,000,000.00
Administrative Reserve	4,000,000.00									4,000,000.00
Total Board Designated	4,000,000.00	25,009,337.26		576,679.30	205,402.31				8,640,399.19	38,431,818.06
Undesignated	703,124.42	5,767,100.30	(23,897.43)	1,309,484.04	(810,997.10)	372,894.90	443,366.48	(38,061.91)	28,677.46	7,751,691.16
Total Net Position	5,411,199.02	66,044,207.35	32,759,282.22	6,288,449.96	3,527,409.67	2,262,900.73	443,366.48	21,180.30	53,735,974.28	170,493,970.01
Total Liabilities, Deferred Outflows...	24,078,608.00	96,067,530.79	40,012,266.81	5,688,233.86	4,428,627.34	3,699,868.14	88,408.82	275,402.56	65,542,134.18	239,881,080.50

DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY
For the Eleven Months Ending Friday, February 28, 2020

	ADMIN	MATERIALS MGMT	TELECOM	ARMY SEWER	ARMY WATER	REGIONAL WATER	WQ CONTRACTS	ENGINEERING	REGIONAL DEVELOPMENT	TOTAL
CHANGE IN NET POSITION										
OPERATING REVENUE:										
Customer Billings		8,379,922.19	5,892,125.55	2,328,568.36	1,837,467.16	336,854.62	701,790.39	1,340,630.68	108,884.76	20,926,243.71
Grant Revenue	8,916.25							8,995.00	2,139,381.00	2,157,292.25
Loan Interest Income									681,092.06	681,092.06
Other Income	175,597.02	652,729.24	62,775.89	11,459.25					59,386.68	961,948.08
Total Operating Revenue	184,513.27	9,032,651.43	5,954,901.44	2,340,027.61	1,837,467.16	336,854.62	701,790.39	1,349,625.68	2,988,744.50	24,726,576.10
OPERATING EXPENSES										
Depreciation & Amortization	226,679.68	3,664,714.82	3,162,223.28	245,752.47	131,841.86	152,738.02		31,959.66		7,615,909.79
Salaries	1,017,921.45	1,282,739.81	1,083,388.95	317,553.18	254,550.90	24,488.50	376,108.44	699,889.57	323,274.97	5,379,915.77
Fringe Benefits	449,053.50	692,420.85	366,539.38	170,645.47	124,325.67	12,767.11	180,874.81	313,427.71	142,291.30	2,452,345.80
Operation & Maintenance	5,317.37	650,679.87	1,349,981.49	56,601.91	2,783.00	4,265.20	13,194.46	93,981.34		2,177,109.64
Recycling Transfer Station		132,007.20							305.00	132,007.20
Waste Diversion		841,493.58								841,493.58
Wastewater Treatment		319,237.58		858,930.11						1,178,167.69
Closure & Post Closure Costs		957,092.12								957,092.12
Community Benefits		711,677.35							88,942.88	800,620.23
Water Purchases				2,872.00	432,943.20	73,365.94				509,181.14
Office & Administration	146,507.94	51,484.74	89,851.19	48,132.84			35.00	47,088.06	5,382.84	388,482.61
Insurance	16,316.63	133,833.37	106,608.37	34,375.00	23,191.63	4,400.00	13,383.37	24,108.37		356,216.74
Utilities		45,366.32	2,903.84	39,173.49	11,633.66	16,904.91				115,982.22
Bad Debt Expense			136,763.02						283,165.00	419,928.02
Materials & Supplies		228,171.31								228,171.31
Professional Fees	78,528.66	17,704.87	29,765.73	1,063.72	572.78			29,426.88	131,382.16	288,444.80
Repairs & Maintenance		6,594.82		66,173.31	20,149.25	17,351.70				110,269.08
Automobile	816.96	21,966.63	78,755.30	181,060.39				13,873.71		296,472.99
Computer Expenses	143,993.66	10,608.04	15,961.03	32,973.37	14,430.00			33,948.02		251,914.12
Grants									722,175.64	722,175.64
Admin Allocation	(1,814,526.03)	699,499.80	519,135.90	260,021.60	108,327.17	15,060.57	32,661.47	46,814.84	133,004.68	
Engineering Allocation		13,806.85	10,934.27	5,935.53	5,776.74	2,532.05	5,913.24	(50,058.12)	5,159.44	
Water Quality Allocation				(151,362.89)	58,879.51	5,326.12	87,157.26			
Total Operating Expenses	270,609.82	10,481,099.93	6,952,811.75	2,169,901.50	1,189,405.37	329,200.12	709,328.05	1,284,460.04	1,835,083.91	25,221,900.49
Total Operating Income	(86,096.55)	(1,448,448.50)	(997,910.31)	170,126.11	648,061.79	7,654.50	(7,537.66)	65,165.64	1,153,660.59	(495,324.39)
NON-OPERATING REVENUE (EX...)										
Interest Income	369,613.14	1,404,579.81	369,126.66	67,848.15	37,008.08	8,048.25			427,537.62	2,683,761.71
Gain on Sale of Fixed Assets	34,266.40	47,025.00								81,291.40
Interest Expense		(422,339.56)				(12,663.00)			(2,277.79)	(437,280.35)
Bond Issuance Costs		(128,847.57)								(128,847.57)
Total Non-Operating Expense, Net	403,879.54	900,417.68	369,126.66	67,848.15	37,008.08	(4,614.75)			425,259.83	2,198,925.19
CHANGE IN NET ASSETS	317,782.99	(548,030.82)	(628,783.65)	237,974.26	685,069.87	3,039.75	(7,537.66)	65,165.64	1,578,920.42	1,703,600.80

**Summary of All Units
Change In Net Position
For the Eleven Months Ending Friday, February 28, 2020**

GL	Account Description	Annual Budget	YTD Budget	Actual YTD	YTD Variance Over (Under)
OPERATING REVENUE:					
	Customer Billings	\$22,510,340.00	\$20,634,493.00	\$20,926,243.71	\$291,750.71
	Grant Revenue	2,493,461.00	2,285,668.00	2,157,292.25	(128,375.75)
	Loan Interest Income	699,000.00	640,761.00	681,092.06	40,331.06
	Other Income	876,356.00	803,330.00	961,948.08	158,618.08
	Total Operating Revenue	26,579,157.00	24,364,252.00	24,726,576.10	362,324.10
OPERATING EXPENSES					
	Depreciation & Amortization	8,830,500.00	8,094,625.00	7,615,909.79	(478,715.21)
	Salaries	6,120,369.00	5,610,374.00	5,379,915.77	(230,458.23)
	Fringe Benefits	2,879,577.00	2,639,648.00	2,452,345.80	(187,302.20)
	Operation & Maintenance	2,968,088.07	2,720,795.99	2,177,109.64	(543,686.35)
	Waste Diversion	1,225,255.00	1,123,143.89	841,493.58	(281,650.31)
	Recycling Transfer Station	371,048.00	340,160.26	132,007.20	(208,153.06)
	Wastewater Treatment	1,510,963.00	1,385,054.00	1,178,167.69	(206,886.31)
	Closure & Post Closure Costs	807,956.00	740,630.00	957,092.12	216,462.12
	Water Purchases	706,548.00	647,680.00	509,181.14	(138,498.86)
	Community Benefits	912,316.00	836,286.00	800,620.23	(35,665.77)
	Office & Administration	595,354.93	545,767.53	388,482.61	(157,284.92)
	Insurance	388,600.00	356,224.00	356,216.74	(7.26)
	Utilities	175,400.00	160,776.00	115,982.22	(44,793.78)
	Bad Debt Expense	0.00	0.00	419,928.02	419,928.02
	Materials & Supplies	257,000.00	235,579.63	228,171.31	(7,408.32)
	Professional Fees	497,511.73	456,082.66	288,444.80	(167,637.86)
	Repairs & Maintenance	181,000.00	165,913.00	110,269.08	(55,643.92)
	Automobile	374,977.00	343,724.37	296,472.99	(47,251.38)
	Computer Expenses	335,605.00	307,655.37	251,914.12	(55,741.25)
	Grants	812,500.00	744,788.00	722,175.64	(22,612.36)
	Engineering Allocation	0.00	(11.00)	0.00	11.00
	NYS Administrative Assessment	125,047.00	114,631.00	0.00	(114,631.00)
	Contingency	19,017.27	17,441.71	0.00	(17,441.71)
	Total Operating Expenses	30,094,633.00	27,586,969.41	25,221,900.49	(2,365,068.92)
	Total Operating Income	(3,515,476.00)	(3,222,717.41)	(495,324.39)	2,727,393.02
NON-OPERATING REVENUE...					
	Interest Income	1,736,872.00	1,592,129.00	2,683,761.71	1,091,632.71
	Gain on Sale of Fixed Assets	43,000.00	39,413.00	81,291.40	41,878.40
	Interest Expense	(621,199.00)	(569,433.37)	(437,280.35)	132,153.02
	Bond Issuance Costs	(130,000.00)	(119,163.00)	(128,847.57)	(9,684.57)
	Total Non-Operating Expe...	1,028,673.00	942,945.63	2,198,925.19	1,255,979.56
	CHANGE IN NET POSITION	(2,486,803.00)	(2,279,771.78)	1,703,600.80	3,983,372.58

Administration
Change In Net Position
For the Eleven Months Ending Friday, February 28, 2020

GL	Account Description	Annual Budget	YTD Budget	Actual YTD	YTD Variance Over (Under)
OPERATING REVENUE:					
	Grant Revenue	\$10,000.00	\$9,163.00	\$8,916.25	(\$246.75)
	Other Income	172,900.00	158,488.00	175,597.02	17,109.02
	Total Operating Revenue	182,900.00	167,651.00	184,513.27	16,862.27
OPERATING EXPENSES					
	Depreciation & Amortization	255,800.00	234,487.00	226,679.68	(7,807.32)
	Salaries	1,116,610.00	1,023,561.00	1,017,921.45	(5,639.55)
	Fringe Benefits	514,624.00	471,724.00	449,053.50	(22,670.50)
	Operation & Maintenance	16,192.00	14,850.00	5,317.37	(9,532.63)
	Office & Administration	182,289.00	167,097.26	146,507.94	(20,589.32)
	Insurance	17,800.00	16,313.00	16,316.63	3.63
	Professional Fees	90,762.00	83,198.50	78,528.66	(4,669.84)
	Automobile	2,500.00	2,288.00	816.96	(1,471.04)
	Computer Expenses	186,492.00	170,951.00	143,993.66	(26,957.34)
	Admin Allocation	(1,995,799.00)	(1,829,487.00)	(1,814,526.03)	14,960.97
	Contingency	14,308.00	13,121.24	0.00	(13,121.24)
	Total Operating Expenses	401,578.00	368,104.00	270,609.82	(97,494.18)
	Total Operating Income	(218,678.00)	(200,453.00)	(86,096.55)	114,356.45
NON-OPERATING REVENUE...					
	Interest Income	313,200.00	287,100.00	369,613.14	82,513.14
	Gain on Sale of Fixed Assets	28,000.00	25,663.00	34,266.40	8,603.40
	Total Non-Operating Expe...	341,200.00	312,763.00	403,879.54	91,116.54
	CHANGE IN NET POSITION	122,522.00	112,310.00	317,782.99	205,472.99

Materials Management
Change In Net Position
For the Eleven Months Ending Friday, February 28, 2020

GL	Account Description	Annual Budget	YTD Budget	Actual YTD	YTD Variance Over (Under)
OPERATING REVENUE:					
	Customer Billings	\$9,300,876.00	\$8,525,814.00	\$8,379,922.19	(\$145,891.81)
	Grant Revenue	120,000.00	110,000.00	0.00	(110,000.00)
	Other Income	597,330.00	547,558.00	652,729.24	105,171.24
	Total Operating Revenue	10,018,206.00	9,183,372.00	9,032,651.43	(150,720.57)
OPERATING EXPENSES					
	Depreciation & Amortization	4,162,900.00	3,815,988.00	3,664,714.82	(151,273.18)
	Salaries	1,639,748.00	1,503,095.00	1,282,739.81	(220,355.19)
	Fringe Benefits	884,880.00	811,140.00	692,420.85	(118,719.15)
	Operation & Maintenance	849,600.00	778,807.37	650,679.87	(128,127.50)
	Waste Diversion	1,225,255.00	1,123,143.89	841,493.58	(281,650.31)
	Recycling Transfer Station	371,048.00	340,160.26	132,007.20	(208,153.06)
	Wastewater Treatment	398,443.00	365,244.00	319,237.58	(46,006.42)
	Closure & Post Closure Costs	807,956.00	740,630.00	957,092.12	216,462.12
	Community Benefits	823,373.00	754,754.00	711,677.35	(43,076.65)
	Office & Administration	98,850.00	90,614.37	51,484.74	(39,129.63)
	Insurance	146,000.00	133,837.00	133,833.37	(3.63)
	Utilities	65,000.00	59,576.00	45,366.32	(14,209.68)
	Materials & Supplies	257,000.00	235,579.63	228,171.31	(7,408.32)
	Professional Fees	27,034.00	24,783.00	17,704.87	(7,078.13)
	Repairs & Maintenance	25,000.00	22,913.00	6,594.82	(16,318.18)
	Automobile	23,400.00	21,450.00	21,966.63	516.63
	Computer Expenses	13,340.00	12,235.63	10,608.04	(1,627.59)
	Admin Allocation	769,515.00	705,386.00	699,499.80	(5,886.20)
	Engineering Allocation	32,073.00	29,403.00	13,806.85	(15,596.15)
	NYS Administrative Assessment	51,703.00	47,399.00	0.00	(47,399.00)
	Total Operating Expenses	12,672,118.00	11,616,139.15	10,481,099.93	(1,135,039.22)
	Total Operating Income	(2,653,912.00)	(2,432,767.15)	(1,448,448.50)	984,318.65
NON-OPERATING REVENUE...					
	Interest Income	759,424.00	696,135.00	1,404,579.81	708,444.81
	Gain on Sale of Fixed Assets	15,000.00	13,750.00	47,025.00	33,275.00
	Interest Expense	(555,297.00)	(509,021.37)	(422,339.56)	86,681.81
	Bond Issuance Costs	(130,000.00)	(119,163.00)	(128,847.57)	(9,684.57)
	Total Non-Operating Expe...	89,127.00	81,700.63	900,417.68	818,717.05
	CHANGE IN NET POSITION	(2,564,785.00)	(2,351,066.52)	(548,030.82)	1,803,035.70

**Telecommunications
Change In Net Position
For the Eleven Months Ending Friday, February 28, 2020**

GL	Account Description	Annual Budget	YTD Budget	Actual YTD	YTD Variance Over (Under)
OPERATING REVENUE:					
	Customer Billings	\$6,197,098.00	\$5,680,675.00	\$5,892,125.55	\$211,450.55
	Other Income	47,050.00	43,131.00	62,775.89	19,644.89
	Total Operating Revenue	6,244,148.00	5,723,806.00	5,954,901.44	231,095.44
OPERATING EXPENSES					
	Depreciation & Amortization	3,684,400.00	3,377,363.00	3,162,223.28	(215,139.72)
	Salaries	1,200,131.00	1,100,121.00	1,083,388.95	(16,732.05)
	Fringe Benefits	453,268.00	415,503.00	366,539.38	(48,963.62)
	Operation & Maintenance	1,779,735.00	1,631,428.37	1,349,981.49	(281,446.88)
	Office & Administration	142,581.00	130,718.39	89,851.19	(40,867.20)
	Insurance	116,300.00	106,612.00	106,608.37	(3.63)
	Utilities	4,400.00	4,037.00	2,903.84	(1,133.16)
	Bad Debt Expense	0.00	0.00	136,763.02	136,763.02
	Professional Fees	38,200.73	35,024.66	29,765.73	(5,258.93)
	Automobile	93,100.00	85,338.00	78,755.30	(6,582.70)
	Computer Expenses	20,000.00	18,337.00	15,961.03	(2,375.97)
	Admin Allocation	570,964.00	523,380.00	519,135.90	(4,244.10)
	Engineering Allocation	16,959.00	15,543.00	10,934.27	(4,608.73)
	NYS Administrative Assessment	34,608.00	31,724.00	0.00	(31,724.00)
	Contingency	4,709.27	4,320.47	0.00	(4,320.47)
	Total Operating Expenses	8,159,356.00	7,479,449.89	6,952,811.75	(526,638.14)
	Total Operating Income	(1,915,208.00)	(1,755,643.89)	(997,910.31)	757,733.58
NON-OPERATING REVENUE...					
	Interest Income	163,108.00	149,512.00	369,126.66	219,614.66
	Total Non-Operating Expe...	163,108.00	149,512.00	369,126.66	219,614.66
	CHANGE IN NET POSITION	(1,752,100.00)	(1,606,131.89)	(628,783.65)	977,348.24

**Water Quality
Change In Net Position
For the Eleven Months Ending Friday, February 28, 2020**

GL	Account Description	Annual Budget	YTD Budget	Actual YTD	YTD Variance Over (Under)
OPERATING REVENUE:					
	Customer Billings	\$5,583,425.00	\$5,118,135.00	\$5,204,680.53	\$86,545.53
	Other Income	12,501.00	11,462.00	11,459.25	(2.75)
	Total Operating Revenue	5,595,926.00	5,129,597.00	5,216,139.78	86,542.78
OPERATING EXPENSES					
	Depreciation & Amortization	691,800.00	634,150.00	530,332.35	(103,817.65)
	Salaries	1,118,963.00	1,025,739.00	972,701.02	(53,037.98)
	Fringe Benefits	562,531.00	515,680.00	488,613.06	(27,066.94)
	Operation & Maintenance	187,880.00	172,249.00	76,844.57	(95,404.43)
	Wastewater Treatment	1,112,520.00	1,019,810.00	858,930.11	(160,879.89)
	Water Purchases	706,548.00	647,680.00	509,181.14	(138,498.86)
	Office & Administration	83,870.00	76,860.63	48,167.84	(28,692.79)
	Insurance	82,200.00	75,350.00	75,350.00	0.00
	Utilities	106,000.00	97,163.00	67,712.06	(29,450.94)
	Professional Fees	6,903.00	6,336.00	1,636.50	(4,699.50)
	Repairs & Maintenance	156,000.00	143,000.00	103,674.26	(39,325.74)
	Automobile	235,900.00	216,238.00	181,060.39	(35,177.61)
	Computer Expenses	67,120.00	61,530.37	47,403.37	(14,127.00)
	Admin Allocation	457,677.00	419,540.00	416,070.81	(3,469.19)
	Engineering Allocation	42,616.00	39,061.00	20,157.56	(18,903.44)
	NYS Administrative Assessment	32,099.00	29,425.00	0.00	(29,425.00)
	Total Operating Expenses	5,650,627.00	5,179,812.00	4,397,835.04	(781,976.96)
	Total Operating Income	(54,701.00)	(50,215.00)	818,304.74	868,519.74
NON-OPERATING REVENUE...					
	Interest Income	72,200.00	66,187.00	112,904.48	46,717.48
	Interest Expense	(61,902.00)	(56,749.00)	(12,663.00)	44,086.00
	Total Non-Operating Expe...	10,298.00	9,438.00	100,241.48	90,803.48
	CHANGE IN NET POSITION	(44,403.00)	(40,777.00)	918,546.22	959,323.22

**Army Sewer
Change In Net Position
For the Eleven Months Ending Friday, February 28, 2020**

GL	Account Description	Annual Budget	YTD Budget	Actual YTD	YTD Variance Over (Under)
OPERATING REVENUE:					
	Customer Billings	\$2,452,737.00	\$2,248,345.00	\$2,328,568.36	\$80,223.36
	Other Income	12,501.00	11,462.00	11,459.25	(2.75)
	Total Operating Revenue	2,465,238.00	2,259,807.00	2,340,027.61	80,220.61
OPERATING EXPENSES					
	Depreciation & Amortization	318,900.00	292,325.00	245,752.47	(46,572.53)
	Salaries	387,838.00	355,531.00	317,553.18	(37,977.82)
	Fringe Benefits	196,342.00	179,993.00	170,645.47	(9,347.53)
	Operation & Maintenance	120,040.00	110,044.00	56,601.91	(53,442.09)
	Wastewater Treatment	1,112,520.00	1,019,810.00	858,930.11	(160,879.89)
	Water Purchases	3,200.00	2,937.00	2,872.00	(65.00)
	Office & Administration	81,620.00	74,803.63	48,132.84	(26,670.79)
	Insurance	37,500.00	34,375.00	34,375.00	0.00
	Utilities	59,750.00	54,769.00	39,173.49	(15,595.51)
	Professional Fees	4,158.00	3,817.00	1,063.72	(2,753.28)
	Repairs & Maintenance	92,500.00	84,788.00	66,173.31	(18,614.69)
	Automobile	235,900.00	216,238.00	181,060.39	(35,177.61)
	Computer Expenses	43,460.00	39,838.37	32,973.37	(6,865.00)
	Admin Allocation	286,033.00	262,196.00	260,021.60	(2,174.40)
	Engineering Allocation	10,673.00	9,779.00	5,935.53	(3,843.47)
	Water Quality Allocation	(209,796.00)	(192,313.00)	(151,362.89)	40,950.11
	NYS Administrative Assessment	14,700.00	13,475.00	0.00	(13,475.00)
	Total Operating Expenses	2,795,338.00	2,562,406.00	2,169,901.50	(392,504.50)
	Total Operating Income	(330,100.00)	(302,599.00)	170,126.11	472,725.11
NON-OPERATING REVENUE...					
	Interest Income	41,200.00	37,763.00	67,848.15	30,085.15
	Total Non-Operating Expe...	41,200.00	37,763.00	67,848.15	30,085.15
	CHANGE IN NET POSITION	(288,900.00)	(264,836.00)	237,974.26	502,810.26

**Army Water Line
Change In Net Position
For the Eleven Months Ending Friday, February 28, 2020**

GL	Account Description	Annual Budget	YTD Budget	Actual YTD	YTD Variance Over (Under)
OPERATING REVENUE:					
	Customer Billings	\$1,937,009.00	\$1,775,587.00	\$1,837,467.16	\$61,880.16
	Total Operating Revenue	1,937,009.00	1,775,587.00	1,837,467.16	61,880.16
OPERATING EXPENSES					
	Depreciation & Amortization	206,700.00	189,475.00	131,841.86	(57,633.14)
	Salaries	317,303.00	290,873.00	254,550.90	(36,322.10)
	Fringe Benefits	160,379.00	147,015.00	124,325.67	(22,689.33)
	Operation & Maintenance	9,040.00	8,294.00	2,783.00	(5,511.00)
	Water Purchases	596,936.00	547,195.00	432,943.20	(114,251.80)
	Office & Administration	1,100.00	1,001.00	0.00	(1,001.00)
	Insurance	25,300.00	23,188.00	23,191.63	3.63
	Utilities	21,250.00	19,481.00	11,633.66	(7,847.34)
	Professional Fees	2,245.00	2,057.00	572.78	(1,484.22)
	Repairs & Maintenance	31,000.00	28,413.00	20,149.25	(8,263.75)
	Computer Expenses	23,660.00	21,692.00	14,430.00	(7,262.00)
	Admin Allocation	119,182.00	109,252.00	108,327.17	(924.83)
	Engineering Allocation	10,142.00	9,295.00	5,776.74	(3,518.26)
	Water Quality Allocation	91,107.00	83,512.00	58,879.51	(24,632.49)
	NYS Administrative Assessment	10,765.00	9,867.00	0.00	(9,867.00)
	Total Operating Expenses	1,626,109.00	1,490,610.00	1,189,405.37	(301,204.63)
	Total Operating Income	310,900.00	284,977.00	648,061.79	363,084.79
NON-OPERATING REVENUE...					
	Interest Income	22,400.00	20,537.00	37,008.08	16,471.08
	Total Non-Operating Expe...	22,400.00	20,537.00	37,008.08	16,471.08
	CHANGE IN NET POSITION	333,300.00	305,514.00	685,069.87	379,555.87

**Regional Water Line
Change In Net Position
For the Eleven Months Ending Friday, February 28, 2020**

GL	Account Description	Annual Budget	YTD Budget	Actual YTD	YTD Variance Over (Under)
OPERATING REVENUE:					
	Customer Billings	\$383,699.00	\$351,725.00	\$336,854.62	(\$14,870.38)
	Total Operating Revenue	383,699.00	351,725.00	336,854.62	(14,870.38)
OPERATING EXPENSES					
	Depreciation & Amortization	166,200.00	152,350.00	152,738.02	388.02
	Salaries	33,805.00	30,987.00	24,488.50	(6,498.50)
	Fringe Benefits	16,565.00	15,191.00	12,767.11	(2,423.89)
	Operation & Maintenance	7,800.00	7,150.00	4,265.20	(2,884.80)
	Water Purchases	106,412.00	97,548.00	73,365.94	(24,182.06)
	Office & Administration	350.00	319.00	0.00	(319.00)
	Insurance	4,800.00	4,400.00	4,400.00	0.00
	Utilities	25,000.00	22,913.00	16,904.91	(6,008.09)
	Professional Fees	500.00	462.00	0.00	(462.00)
	Repairs & Maintenance	32,500.00	29,799.00	17,351.70	(12,447.30)
	Admin Allocation	16,492.00	15,114.00	15,060.57	(53.43)
	Engineering Allocation	5,259.00	4,818.00	2,532.05	(2,285.95)
	Water Quality Allocation	7,759.00	7,117.00	5,326.12	(1,790.88)
	NYS Administrative Assessment	2,131.00	1,958.00	0.00	(1,958.00)
	Total Operating Expenses	425,573.00	390,126.00	329,200.12	(60,925.88)
	Total Operating Income	(41,874.00)	(38,401.00)	7,654.50	46,055.50
NON-OPERATING REVENUE...					
	Interest Income	8,600.00	7,887.00	8,048.25	161.25
	Interest Expense	(61,902.00)	(56,749.00)	(12,663.00)	44,086.00
	Total Non-Operating Expe...	(53,302.00)	(48,862.00)	(4,614.75)	44,247.25
	CHANGE IN NET POSITION	(95,176.00)	(87,263.00)	3,039.75	90,302.75

**Water Sewer Contracts
Change In Net Position
For the Eleven Months Ending Friday, February 28, 2020**

GL	Account Description	Annual Budget	YTD Budget	Actual YTD	YTD Variance Over (Under)
OPERATING REVENUE:					
	Customer Billings	\$809,980.00	\$742,478.00	\$701,790.39	(\$40,687.61)
	Total Operating Revenue	809,980.00	742,478.00	701,790.39	(40,687.61)
OPERATING EXPENSES					
	Salaries	380,017.00	348,348.00	376,108.44	27,760.44
	Fringe Benefits	189,245.00	173,481.00	180,874.81	7,393.81
	Operation & Maintenance	51,000.00	46,761.00	13,194.46	(33,566.54)
	Office & Administration	800.00	737.00	35.00	(702.00)
	Insurance	14,600.00	13,387.00	13,383.37	(3.63)
	Admin Allocation	35,970.00	32,978.00	32,661.47	(316.53)
	Engineering Allocation	16,542.00	15,169.00	5,913.24	(9,255.76)
	Water Quality Allocation	110,930.00	101,684.00	87,157.26	(14,526.74)
	NYS Administrative Assessment	4,503.00	4,125.00	0.00	(4,125.00)
	Total Operating Expenses	803,607.00	736,670.00	709,328.05	(27,341.95)
	Total Operating Income	6,373.00	5,808.00	(7,537.66)	(13,345.66)
NON-OPERATING REVENUE...					
CHANGE IN NET POSITION					
		6,373.00	5,808.00	(7,537.66)	(13,345.66)

Engineering
Change In Net Position
For the Eleven Months Ending Friday, February 28, 2020

GL	Account Description	Annual Budget	YTD Budget	Actual YTD	YTD Variance Over (Under)
OPERATING REVENUE:					
	Customer Billings	\$1,241,850.00	\$1,138,368.00	\$1,340,630.68	\$202,262.68
	Grant Revenue	0.00	0.00	8,995.00	8,995.00
	Total Operating Revenue	1,241,850.00	1,138,368.00	1,349,625.68	211,257.68
OPERATING EXPENSES					
	Depreciation & Amortization	35,600.00	32,637.00	31,959.66	(677.34)
	Salaries	653,571.00	599,115.00	699,889.57	100,774.57
	Fringe Benefits	299,846.00	274,868.00	313,427.71	38,559.71
	Operation & Maintenance	122,681.07	112,461.25	93,981.34	(18,479.91)
	Office & Administration	65,514.93	60,048.01	47,088.06	(12,959.95)
	Insurance	26,300.00	24,112.00	24,108.37	(3.63)
	Professional Fees	50,500.00	46,295.37	29,426.88	(16,868.49)
	Automobile	20,077.00	18,410.37	13,873.71	(4,536.66)
	Computer Expenses	48,653.00	44,601.37	33,948.02	(10,653.35)
	Admin Allocation	51,513.00	47,223.00	46,814.84	(408.16)
	Engineering Allocation	(99,330.00)	(91,058.00)	(50,058.12)	40,999.88
	NYS Administrative Assessment	6,637.00	6,083.00	0.00	(6,083.00)
	Total Operating Expenses	1,281,563.00	1,174,796.37	1,284,460.04	109,663.67
	Total Operating Income	(39,713.00)	(36,428.37)	65,165.64	101,594.01
NON-OPERATING REVENUE...					
CHANGE IN NET POSITION		(39,713.00)	(36,428.37)	65,165.64	101,594.01

**Regional Development
Change In Net Position
For the Eleven Months Ending Friday, February 28, 2020**

GL	Account Description	Annual Budget	YTD Budget	Actual YTD	YTD Variance Over (Under)
OPERATING REVENUE:					
	Customer Billings	\$187,091.00	\$171,501.00	\$108,884.76	(\$62,616.24)
	Grant Revenue	2,363,461.00	2,166,505.00	2,139,381.00	(27,124.00)
	Loan Interest Income	699,000.00	640,761.00	681,092.06	40,331.06
	Other Income	46,575.00	42,691.00	59,386.68	16,695.68
	Total Operating Revenue	3,296,127.00	3,021,458.00	2,988,744.50	(32,713.50)
OPERATING EXPENSES					
	Salaries	391,346.00	358,743.00	323,274.97	(35,468.03)
	Fringe Benefits	164,428.00	150,733.00	142,291.30	(8,441.70)
	Operation & Maintenance	12,000.00	11,000.00	305.00	(10,695.00)
	Community Benefits	88,943.00	81,532.00	88,942.88	7,410.88
	Office & Administration	22,250.00	20,428.87	5,382.84	(15,046.03)
	Bad Debt Expense	0.00	0.00	283,165.00	283,165.00
	Professional Fees	284,112.00	260,445.13	131,382.16	(129,062.97)
	Grants	812,500.00	744,788.00	722,175.64	(22,612.36)
	Admin Allocation	146,130.00	133,958.00	133,004.68	(953.32)
	Engineering Allocation	7,682.00	7,040.00	5,159.44	(1,880.56)
	Total Operating Expenses	1,929,391.00	1,768,668.00	1,835,083.91	66,415.91
	Total Operating Income	1,366,736.00	1,252,790.00	1,153,660.59	(99,129.41)
NON-OPERATING REVENUE...					
	Interest Income	428,940.00	393,195.00	427,537.62	34,342.62
	Interest Expense	(4,000.00)	(3,663.00)	(2,277.79)	1,385.21
	Total Non-Operating Expe...	424,940.00	389,532.00	425,259.83	35,727.83
	CHANGE IN NET POSITION	1,791,676.00	1,642,322.00	1,578,920.42	(63,401.58)