MINUTES
GOVERNANCE COMMITTEE
Thursday, December 20, 2018 – 9:00 AM
Authority Conference Room, 4th Floor, Suite 414
Dulles State Office Building

Members Present
Gary Turck, Chairman
Alfred Calligaris
Fredrick Carter
Thomas Hefferon
John B. Johnson, Jr.
Alex MacKinnon
Margaret Murray

Staff Present
James W. Wright, Executive Director
Angela Marra, Executive Assistant
Patricia Pastella, Manager, Materials Management
Brian Wohnsiedler, Materials Management Supervisor
Carl Farone, Comptroller

Guests Present

Committee Members - Absent

Other Board Members Present

1. Chairman Turck called the meeting to order at 8:58 AM.

2. Chairman Turck requested a roll call by A. Marra.
   
   • All committee members were present. Chairman Turck confirmed there was a quorum.

3. G. Turck requested an Executive Session to discuss the acquisition of real estate. Upon a motion by F. Carter, and seconded by A. Calligaris, the committee moved into Executive Session at 8:58 AM.

   Upon a motion by F. Carter, and seconded by J. Johnson, the committee moved out of Executive Session at 9:41 AM. There was no action taken during Executive Session.

   C. Farone entered the meeting at 9:41 AM.
   P. Pastella and B. Wohnsiedler left the meeting at 9:41 AM.

4. Resolution No. 2018-12-122, authorizes and directs the Comptroller to submit the PARIS five year financial plan, and shall direct said plan be posted to the Authority’s website.

   C. Farone reviewed the Four Year Budget and Financial Plan with the committee. The Budget and Financial Plan is required to be completed and posted within the Public Authority Reporting Information System (PARIS) and on the Authority’s website by December 31, 2018. C. Farone noted that the actual results for the fiscal year ending 2018 were very close to the fiscal year 2018 budget from the previous year’s submittal. The fiscal year 2019 budget was calculated utilizing the current year budget (2019) as
approved by the board. Budgeted projections for FY 2020 through 2023 include only a small amount of growth in customer billings revenue and a 3% increase in expenditures. Debt service is projected at the actual amount per existing amortization schedules and document the 2010 bonds being retired in FY 2020.

F. Carter asked if the investments and earnings are fluctuating. C. Farone noted that investment earnings in 2018 was $944,000 and that 2019 investment earnings are projected at $1.5 million. Investment earning in 2020 show a decline due to the utilization of approximately $9 million in capital reserves to fund the MMF expansion.

A. Calligaris also commented that interest rates are currently going up.

T. Hefferon asked if this was information from Cyril, to which C. Farone responded yes.

M. Murray asked why there are only $30,000 in New York State subsidies in the FY 2022. C. Farone responded that NY State subsidies are not known at this time for the FY 2022.

Upon a motion by F. Carter, and seconded by M. Murray, Resolution No. 2018-12-122, Authorizing Public Authorities Reporting Information System (PARIS), Five Year Budget and Financial Plan for FYE 2020 Annual Submission, was unanimously approved by the Governance Committee.

C Farone left the meeting at 9:51 AM.

F. Carter asked to have a few things clarified that he thought had been discussed a while ago. As the result of a verbal discussion, F. Carter was under the impression that J. Wright would give one year notice prior to leaving the Authority. F. Carter stated that J. Wright has done an excellent job at this Authority. F. Carter further stated that as per a prior verbal agreement J. Wright is to give the Board one year prior notice.

J. Wright responded that this was all discussed within an Executive Session. J. Wright further stated he has no problem with the one year notice, however this decision cannot be made during Executive Session, the agreement must be made during a meeting.

A Calligaris asked J. Wright what he would like to do. J. Wright replied that he believed the term should get back on track to follow the Authority’s fiscal year, and he would like to agree to an 18 month contract renewal.

5. Resolution No. 2018-12-124, approves the replacement of vehicle #383, Water Quality – 2015 Ford F-150, with a like vehicle in an amount not to exceed $34,000 utilizing insurance proceeds of $22,363 and Administrative funding of $11,637.

Upon a motion by F. Carter, and seconded by A. Calligaris, Resolution No. 2018-12-124, Approving Capital Budget Amendment FY 2018-19, Administrative Division, Vehicle Replacement, was unanimously approved by the Governance Committee.

6. Resolution No. 2018-12-123, approves recommended additional criteria for employee benefits healthcare plan contained within the Personnel Policy.
J. Wright further stated this subject had previously been left up to interpretation. This resolution and update to the personnel policy opted on the side of caution clearly stating the enrollment period must be prior to retirement.

Upon a motion by F. Carter, and seconded by A. MacKinnon, Resolution No. 2018-12-123, Approving Health Insurance, Authority Employee Benefits, Eligibility Criteria, was unanimously approved by the Governance Committee.

7. The committee meeting was adjourned at 10:04 AM.

Respectfully submitted,

[Signature]

Gary Turck
Chairman, Governance Committee