

**Geneva Industrial Development Agency
Audit Committee Meeting
via Zoom and GIDA YouTube Page
Geneva, New York
June 22nd, 2022 at 1:00pm**

In Attendance:

Irene Rodriguez
RJ Passalacqua
Rick Bley

Others present:

Tracy Verrier, MRB Group

Meeting Call to Order:

Chair Irene Rodriguez called meeting to order at 1:02pm.

2022-23 Budget:

Tracy Verrier reviewed the draft budget, explaining that the GIDA column was primarily pulled from previous years, and that the GEDC column was provided by the Websters. She noted the following items:

- A few GIDA expense lines were adjusted to align with actuals from recent years. Most of these adjustments were minor. The largest change was to the Professional Services line, which was increased to \$30,000 due to ongoing costs related to the Gateway Parcel and potential staffing/administrative support. Irene Rodriguez asked if MRB would still be involved in staffing, and Tracy explained that it hasn't been decided but assuming that there would be some level of engagement was part of the logic for increasing the professional services line. She noted that the extent of MRB's support moving forward, if any, is still unknown as of yet.
- The IDA does not typically budget for any administrative fees, but Tracy included the Trinity Church fees seeing as the project was approved already and likely won't close until fall.
- The American Tower rental income was removed from the Park column since the sale of the land has closed. There are no anticipated income or costs related to the park, so the only activity there would be unforeseen maintenance.
- The GEDC budget has a net negative. The Websters reduced the amount of rental income in the budget due to some anticipated vacancies and tenant transitions. Tracy noted that the board may see requests for support from GEDC if the cashflow does not support operations next year.

The committee agreed to submit the budget as presented to the full board for consideration at the July meeting.

CD Maturity:

Tracy Verrier explained that the IDA's CD is going to mature on July 8, the day of the next meeting. The CD currently has about \$15,000 in it and there is about \$225,000 of available cash in the checking account and an additional \$90,000+ will be coming in from the Trinity project. She noted that the board will need to decide: 1) if they want to keep any money in a CD, and if so 2) how much, and 3) for what term. Due to current interest rate uncertainty, she will not be able to get rates from the banks until July 5.

Rick suggested that the board might want to wait to move money into a new CD with interest rates rising quickly, so we should look at short term options as well. RJ Passalacqua agreed. Rick added that it would be good to get input from the full board on how to move forward given the current situation, but that he would ultimately like to see more than \$15,000 invested. He asked how much money is already committed to expenses, noting that about \$15,000 is already committed to the Gateway environmental testing. Tracy suggested keeping about \$125,000-150,000 for cashflow purposes because of the Gateway project, but felt confident that putting even \$50,000-60,000 in a CD should be manageable.

Tracy agreed to get rates for 3, 6, and 12 month CDs, as well as rates for more liquid interest-bearing accounts like savings accounts. Irene agreed that she'd like to put funds into an interest-bearing account even if they are going to wait to invest in another CD.

Policy Review:

Tracy Verrier explained that the committee is just reviewing the policies for needed changes, and then those changes will be recommended to the full board at the annual meeting in October.

Tracy explained that the Investment, Procurement, and Property related policies are all guided by state regulation. She is having Harris Beach review them all as well to make sure they are fully up to date, but doesn't expect major changes to be needed. Rick stated that he is most comfortable relying on Harris Beach to guide changes to these policies.

Tracy noted that the two committee charters new, and were provided by Harris Beach. She explained that all of the committees are required to have charters, and there should technically be separate Finance and Audit committees. Those two charters are in the packet. If the committee is agreeable, those would be provided to the full board at the annual meeting, and then both committees would need to be populated at that meeting. This would bring the board into full compliance.

Irene asked about the proposed changes to the Fiscal Management policy, particularly requiring only one signature instead of two on checks. Tracy explained that this policy is not a State-required policy, and thus is fully up to the board's discretion. Tracy explained that her intention with the proposed changes was to balance the intent of the policy with the reality of the day to day operations of the agency. Irene asked if they should start implementing some of these practices immediately, and Tracy agreed that they should.

The committee agreed to recommend the State policies, committee charters, and revised Fiscal Management Policy to the full board as presented, unless additional changes are suggested by Harris Beach in the interim.

Adjournment

- Motion to adjourn at 1:23pm by Rick Bley, second by RJ Passalacqua. Motion Carried.