

**County of Otsego IDA and OCCRC
AUDIT & FINANCE COMMITTEES
May 11, 2017 Meeting Minutes**

CALL TO ORDER

COIDA's and OCCRC's joint Audit & Finance Committee meeting was called to order at approximately 7:36 a.m. at the offices located at 189 Main Street, Suite 500, Oneonta, NY. Committee members Jeff Lord and Sarah Harvey were present, as well as staff Sandy Mathes, Elizabeth Horvath and Corey Miglianti. Board member Craig Gelbsman joined at approximately 8:00 a.m.

The following topics were discussed:

- Minutes from April were reviewed and deemed acceptable.
- Ms. Horvath introduced the financial reports, beginning with the first financial reports from Oneonta Rail Yards LDC ("ORY"), which owns the rail yards property, and has that property as its principal asset and a debt to COIDA as its principal liability. The committee discussed the Butternuts loan payment into COIDA and the Springbrook bond payment into OCCRC, among other items.
- The committee examined the latest "burn rate" document, which Ms. Horvath walked them through, accounting for changes: additional rental revenue and loan revenue, decreased salary costs for June, July and August, increased Rail Yards-related SEQR and Oneonta Comp Plan costs, offset by diminished professional fees for 2018 in the projections.
- Bills to be paid were discussed and deemed acceptable.
- The loan portfolio was briefly reviewed, with discussion around the increasing overall health of the portfolio, two loans that are due to be paid in full this calendar year, and one underperforming loan that should see its principal balance paid in full this month.
- The credit card statement was reviewed line by line and deemed acceptable.
- Mr. Mathes' expense report was reviewed and deemed acceptable.
- Ms. Horvath drew the committee's attention to the fact that she is the sole company credit-card holder. Mr. Lord will investigate credit/debit card options from Community Bank and will communicate with Ms. Miglianti.
- Ms. Horvath walked the committee through Jim Lozano's proposal to double his visits to Otsego Now, and double his contractual rate, to perform additional accounting work for Otsego Now during the transition between the current COO and the future leadership team. The committee agreed to accept the new terms, provided that Mr. Lozano outlines in bullet-point format what his services will entail and what, if any, expenses would not be covered by the new arrangement. Provisional plan is for Ms. Miglianti to enter bills, run checks, run basic QB reports for meetings, enter loan payments into Portfol and enter deposits into QB. Mr. Lozano will be available by phone and email to Ms. Miglianti as she needs.
- Ms. Horvath recommended closing the CDBG account, which will never be used again, and transferring the \$50.40 back into the IDA operating account; the committee supported this.
- As the copier lease is up in June, Ms. Horvath recommended going month to month with copier payments, deferring the decision concerning a new rental or purchase until the new CEO is in place.
- Ms. Horvath communicated the decision of the Governance Committee to provisionally extend an offer, contingent upon full board approval at the 5/25/17 meeting, to Ms. Miglianti, that would entail pay at \$20/hour and a retention bonus of \$5,000 upon successful completion of six months of work. Mr. Lord indicated a desire to think about this offer.

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- Ms. Horvath informed the committee that the large tent on the soccer property, inherited/owned by Otsego Now, was irreparably damaged in the recent storms. Tim Parsons contacted the insurance company on our behalf. Once the company has provided us with information concerning deductibles and coverage, we will proceed with discussions with the soccer club.
- The committee briefly discussed IOXUS, Hale Transportation and Larry's Custom Meats as Old Business.

NEXT STEPS

- JL to pass debit/credit card information to CM.
- EAH to inform Mr. Lozano of the committee's decision and request for information, and add additional \$900/month to burn rate document.
- EAH to close out old CDBG account.
- EAH to contact copier contact re month to month payments.
- JL to email SM regarding delivery of the "CEO plan" as outlined in April committee minutes and requested for delivery at today's meeting.

ADJOURNMENT

There being no further business to discuss, the meeting adjourned at approximately 9:00 a.m.