

MINUTES of the **GOVERNANCE COMMITTEE MEETING** of the **ERIE COUNTY WATER AUTHORITY** held in the office, 295 Main Street, Room 350, Buffalo, New York, on the 24th day of March 2022.

PRESENT: Jerome D. Schad, Chair
 Peggy A. LaGree, Vice Chair (via videoconference)
 Michele M. Iannello, Treasurer
 Terrence D. McCracken, Secretary to the Authority
 Karen A. Prendergast, Chief Financial Officer
 Mark S. Carney, General Counsel
 Russell J. Stoll, Chief Operating Officer
 Katherine A. Gillette, Associate Attorney
 Leonard F. Kowalski, Executive Engineer (via teleconference)
 Joyce A. Tomaka, Comptroller
 Daniel J. NeMoyer, Director of Human Resources
 Lavonya C. Lester, Director of Administration (via teleconference)
 Sabrina A. Figler, Director of Water Quality (via teleconference)
 David W. Aubertine, Director of Cybersecurity and Information Technology

ATTENDEES:

PLEDGE TO THE FLAG

I. CALL TO ORDER/ROLL CALL

The meeting was called to order at 9:41 a.m. A quorum was present with three Commissioners.

II. READING OF MINUTES

III. APPROVAL OF MINUTES

IV. REPORTS

V. UNFINISHED BUSINESS

VI. NEW BUSINESS

A. Annual PARIS Filing with the Authorities Budget Office

DISCUSSION

Karen Prendergast advised the Commissioners that in accordance with the Public Authorities Law, the Authority is required to annually file an Annual Report which summarizes the financial statements; a Procurement Report which lists all of the vendors we spent over \$5,000 with last year and indicates whether they were competitively purchased or whether there was a contract along with the 2020 accomplishments; the Authority's audited Investment Report; and the Certified Financial Audit report. Ms. Prendergast noted that the Investment Guidelines have been modified to reflect a liquidity requirement of 180 days of budgeted expenses as compared to 20% of budgeted operating revenue. This was recommended by Raftelis in 2020 in which was used for the 2022 budget. Commissioner Schad asked if the Authority will have more or less cash under the 180 days vs. 20 percent. Ms. Prendergast replied that it is not a matter of how much cash we have on hand – it's how much cash we have in a liquid environment. Also, the requirement that the investment results are reported monthly has been changed to quarterly. Ms. Prendergast requested that the Governance Committee recommend to the full Board the approval of the 2021 PARIS filing and the amendment to the Investment Guidelines. If approved, Ms. Prendergast will certify and file by March 31, 2022.

Motion by Ms. LaGree, seconded by Ms. Iannello and carried to recommend that the Board approve the filing of the Public Authority Reporting Information System (PARIS) 2021 Reports to the NYS Authorities Budget Office along with the amendment to the Investment Guidelines.

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None

B. Parking Reimbursement Policy

DISCUSSION

Joyce Tomaka reported that a Parking Reimbursement Policy has been developed upon the ratification of the Collective Bargaining Agreement with CSEA effective April 1, 2022. This Policy was written to clarify the rules and steps for requesting reimbursement. The non-represented group has been extended this benefit which has been done in past practice. Ms. Tomaka requested that the Governance Committee recommend to the full Board the adoption of this Policy.

Motion by Ms. LaGree, seconded by Ms. Iannello and carried to recommend that the Board adopt a Parking Reimbursement Policy.

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None

VIII. - ADJOURNMENT

Motion by Ms. LaGree seconded by Ms. Iannello and carried that the meeting adjourn at 9:49 a.m.

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None



Terrence D. McCracken
Secretary to the Authority

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