

Preserving the environment through integrated recovery and disposal.

**JOINT FINANCE COMMITTEE/AUDIT COMMITTEE
MEETING MINUTES
JUNE 18, 2018**

Committee/Board Members Present: Harry Hertline, Treasurer; Ken Long, Board Chairman; Vincent Bono; and Robert Roberts

Guests: William Rabbia, Executive Director; Joseph Artessa, Comptroller; Pasquale Lisandrelli, Principal Accounting Supervisor

The June 18, 2018 Joint Finance Committee/Audit Committee meeting began at 3:30 PM and followed the Agenda.

An accounts receivable analysis was given to the Committees. This report outlined haulers/companies in the 30, 60, 90 and 120-day categories. The total due is \$297,978.71 for these four categories, with \$162,190 of the total in the 30-day. A discussion ensued regarding overall receivable collections.

The five-year financial forecast was then reviewed. Mr. Artessa asserted the forecast mapped out the next five years with no tipping fee increase. Mr. Rabbia mentioned that the forecast included tipping fees for the new source separated organics facility. A discussion ensued regarding waste volume assumptions.

Mr. Artessa reviewed the 2017-2018 annual disclosure requirement for the 2011 bond issue. The disclosure was filed timely and with the assistance of Environmental Capital, LLC.

Mr. Rabbia presented the Committees with the 2019 budget schedule.

Mr. Artessa then presented the City of Utica Solid Waste Fund Agreed Upon Procedures Report for the fiscal year ended March 31, 2018. Mr. Artessa reported that there were no exceptions to the Agreed Upon Procedures Report. In 2018, the City of Utica Solid Waste Fund had a \$21,151 surplus in comparison to the \$44,791 deficit in 2017. Contributing to the surplus for 2018 were an increase in solid waste user fee collections, increase in sales of blue bags and a decrease in waste tipping fees. It was mentioned that the Authority decreased municipal solid waste tipping fees \$2 per ton for 2017.

Mr. Artessa discussed the GASB 75 liability calculation and requested that the Board designate the unrestricted and undesignated cash to reserve the amount of the liability on the Authority's books. It was pointed out that in December 2009, the Board designated \$77,000 from the 2010 budget and with the passage of each subsequent year's budget. This request by Mr. Artessa just updates the reserve.

Mr. Artessa then began a discussion on budget transfers for temporary labor and overtime. Due to unforeseen weather conditions in the first quarter of 2018, the Authority had to run extra shifts to catch up. The recyclable material is difficult to sort when wet, frozen, or covered in snow. Mr. Rabbia then mentioned the recycling markets are requiring cleaner material, requiring additional temporary sorters.

BOARD OF DIRECTORS

Kenneth A. Long
Chairman

Harry A. Hertline
Treasurer

James M. D'Onofrio
James A. Franco

Nancy A. Novak
Robert J. Roberts, III
James M. Williams

William A. Rabbia
Executive Director

Vincent J. Bono
Vice Chairman

Neil C. Angell

Barbara Freeman

Jodi M. Tuttle
Authority Board Secretary

**JOINT FINANCE COMMITTEE/AUDIT COMMITTEE
MEETING MINUTES
JUNE 18, 2018
Page 2**

Mr. Rabbia presented the Board with an extension agreement with the Authority's current auditor, BST & Co, CPAs, LLP. Due to the transition in the Authority's Accounting Department, it was determined prudent and responsible to extend the agreement for two more years.

The meeting was then adjourned.

Respectfully submitted,

Joseph M. Artessa
Comptroller