

MEMORANDUM

TO: Authority Board of Directors
FROM: William A. Rabbia, Executive Director
DATE: June 5, 2020
RE: Meeting Notice & Tentative Agenda - Monday, June 15, 2020 - 4:30 PM

This meeting will be conducted via video conference and will be livestreamed through the Authority's YouTube channel at <https://www.youtube.com/user/OHSWA>.

Board Members will be emailed a private Zoom link to participate, prior to the meeting.

1. Pledge of Allegiance
2. Approval of May 11, 2020 Authority Minutes
3. Public Comment Period
4. City of Utica Agreed Upon Procedures Report
5. Approval of Investment Policy and Guidelines w/No Modifications - Resolution
6. Updates:
 - Auditor RFP
 - Biosolids Beneficial Use RFP/Analysis
 - Recycling Markets
 - Source Separated Organics/COVID-19
 - Western Transfer Station Construction Project
 - Cell #4 Construction
 - Village Bids - Dolgeville/Herkimer
7. Other Business – Governance Committee

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**BOARD OF
DIRECTORS**

Kenneth A. Long
Chairman

Harry A. Hertline
Treasurer

James M. D'Onofrio

Nancy A. Novak

William A. Rabbia
Executive Director

Vincent J. Bono
Vice Chairman

Neil C. Angell

James A. Franco

Richard G. Redmond

Jodi M. Tuttle
Authority Board Secretary

Barbara Freeman

James M. Williams

DRAFT

AUTHORITY MEETING MINUTES
May 11, 2020

Board Members Present (Video Conference): Chairman Ken Long, Treasurer Harry Hertline, Neil Angell, James D’Onofrio, James Franco, Nancy Novak, Richard Redmond and Jim Williams

Board Members Absent: Vice Chairman Vincent Bono and Barbara Freeman

Authority Staff Present: William Rabbia, Jodi Tuttle and Joseph Artessa (Video Conference)

Others Present (Video Conference): Authority Counsel Kevin Martin

Due to the public health emergency related to the Coronavirus pandemic, this meeting was conducted via video conference.

Chairman Long called the May 11, 2020 Authority Board meeting to order at 4:33 PM.

A motion was made by Mr. Franco, seconded by Ms. Novak and passed to approve the March 16, 2020 Authority Minutes.

There were no comments submitted for public comment period.

Brendan Kennedy, Partner at BST, presented the audited financial statements of the Authority for the years ended December 31, 2019 and 2018. He met with the Authority’s Audit and Finance Committees prior to this meeting to review the Independent Auditor’s Report and Statement of Net Position. Mr. Kennedy reviewed the Independent Auditor’s Report and explained the required communications to the Board. He noted that Authority Management is responsible for preparation and presentation of the financial statements and that there were no disagreements with Management in preparing the audit. He stated that the Authority received an unmodified opinion which is the highest level of assurance one can receive from an auditing firm. There were no control matters to report and no significant deficiencies, material weaknesses or compliance findings noted. In accordance with Governmental Auditing Standards, the Authority was issued a clean report.

Mr. Kennedy stated that the Authority’s financial position remains very strong and the addition to net position of the Authority for year ended December 31, 2019 was \$5.5 million; capital asset additions were \$4.6 million; and the Authority paid down \$2.4 million in debt.

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AUTHORITY MEETING MINUTES

May 11, 2020

Page 2

Liquidity of unrestricted net position of the Authority remains very strong. Mr. Kennedy stated that there were no new Bond issuances in 2019. Mr. Kennedy noted that the Financial Statements do not mention impacts related to COVID-19, as the Authority's Audit was completed in early March. Mr. Kennedy stated that BST received full cooperation of the Authority in conducting the audit with no significant issues or adjustments noted.

Comptroller Joseph Artessa provided an overview the Authority's first quarter financial reports for the three months ended March 31, 2020. Mr. Artessa said that the Authority's operations have generated an operating surplus for the first three months of \$2,053,816. The Authority generated \$7 million in revenues for the first three months of 2020 which is 35% of the revenue budgeted for the entire fiscal year. Local development projects (i.e., MVHS, Rome Cable and the Nexus Center demolitions) contributed to the healthy surplus.

Executive Director William Rabbia provided an update on the impacts of COVID-19 in relation to the Authority's Western Transfer Station renovation project. He stated that although the Authority was deemed an essential business, the Authority asked the contractor to hold off on some of the major construction where social distancing and safety practices could not be carried out. Mr. Rabbia anticipates that the project will resume on or about May 15th.

Mr. Rabbia stated that the Authority Board awarded Regional Landfill Cell 4 construction to Kubricky at its March meeting. The Authority has since exchanged bonds and insurance with Kubricky with work scheduled to begin on-site in late May or early June. Site grading and soil liner preparation will be completed in 2020. Liner work and cell construction are scheduled for 2021.

Mr. Rabbia reported that the Authority continues to expand gas recovery at its Regional Landfill by destroying or diverting the gas to the energy recovery plant. The Authority has drilled an additional 13 landfill gas wells. This brings the total vertical wells to 121 and horizontal wells to 36. The average total flow in April 2020 was 2200 scfm, compared to 1600 scfm in April 2019.

Mr. Rabbia stated that the Authority had a record first quarter with increased material received from many local development projects that continued into April. Although the Authority was deemed an essential business during the COVID-19 pandemic and continued to operate, the Authority did implement various safety measures. All Authority facilities continued operations but the acceptance of household hazardous wastes (i.e., paints, chemicals, etc.) and sale of bagged compost have been postponed. Mr. Rabbia noted that many local spring clean-ups have either been canceled or postponed. Mr. Rabbia stressed that it is still too early to tell the full effects of COVID-19.

With no further business, at 4:58 PM a motion was made by Mr. Hertline and seconded by Mr. Williams to adjourn.

Chairman Long noted that the next meeting of the Authority is scheduled for June 15th at 4:30 PM.

Respectfully submitted,

Jodi M. Tuttle
Authority Secretary

Preserving the environment through integrated recovery and disposal.

Introductory No.

Resolution No. 13

Introduced by:

Seconded by:

RE: APPROVAL OF MODIFIED INVESTMENT POLICY AND INVESTMENT GUIDELINES

WHEREAS, the Authority Board of Directors adopted an Investment Policy with a comprehensive set of investment guidelines by Resolution No. 42 on August 20, 1990 in compliance with the requirements of the Public Authorities Law and the Authority's Bylaws; and

WHEREAS, these investment guidelines detail the Authority's operative policy and instructions to officers and staff regarding the investing, monitoring and reporting of funds of the Authority; and

WHEREAS, pursuant to the Public Authorities Accountability Act, this Investment Policy will be reviewed annually and from time to time the Authority may amend such Investment Guidelines; and

WHEREAS, the Board approved amendments to the Investment Policy by Resolution No. 13 on May 18, 2009, Resolution No. 12 on May 17, 2010, Resolution No. 24 on November 21, 2011 and Resolution No. 15 on June 17, 2019; and

WHEREAS, the Authority's Finance Committee has reviewed the existing Investment Policy and Investment Guidelines and is recommending no further modifications be made to the Investment Policy and Investment Guidelines at this time; now, therefore, be it

RESOLVED, that the Authority approves the attached Investment Policy and Investment Guidelines without modification.

Adopted by the following vote:

AYES __ NAYS __

Dated:

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