

Saratoga County Water Authority
Minutes of the September 27, 2012 Meeting of the
Saratoga County Water Authority Governance Committee

SCWA Governance Committee member Arthur Johnson called the meeting to order at 2:05 p.m. The meeting was held in the board room at the Saratoga County Municipal Complex, Building One. In attendance was Chairman Jack Lawler (arrived at 2:30 p.m. due to other commitments), Committee Members: Supervisor Art Johnson, Treasurer Kevin King, Acting Executive Director Edward Hernandez, Confidential Secretary Carol Alden and SCWA Special Counsel Craig Crist. Absent: SCWA Committee Member Charles Wait.

Mr. King reviewed the Committee goals for 2011 and noted that the Committee's goal to have Board of Directors members fully informed on the topics to be covered at all meetings with appropriate documents in advance was accomplished in 2012. He indicated that the Executive Director was consistently meeting that goal and all members were receiving materials well in advance of the meetings. He praised the Director for accomplishing this goal. The other goal of the Committee was to address computer security. In 2012, an internal server with backup done four times a day was installed. This goal has also been accomplished. Mr. King also noted that the 2011 goal of receiving accurate financial data had also been accomplished in 2012 and will be an ongoing goal for the Committee.

Mr. King then indicated that a goal for 2013 should be that all policies and procedures of the Authority be documented in a Standard Operating Procedures record at the Authority. He charged the Executive Director with accomplishing this goal for 2013. Mr. Hernandez indicated that some had already been accomplished such as payroll procedures, hydrant flushing and a safety manual was being developed and would be ready for presentation to the Board shortly. The progress will be reviewed in 2013 by the Committee. A motion was made by Mr. Johnson and seconded by Mr. King to recommend to the Board that an SOP record be an official goal of the Board for 2013. Motion passed.

Next the Committee reviewed the following Authority Policies for readoption at the next Board Meeting:

1. Code of Ethics – No changes were recommended.
2. Whistleblower Protection Policy – No changes recommended.
3. Equal Opportunity & Affirmative Action Policy – No changes recommended.
4. Guidelines regarding Disposition of Property Policy – No changes recommended. Mr. King commented that since the Authority did not conduct a full Fixed Asset inventory last year, that is was now time for one to be accomplished by the end of this fiscal year. He charged the Executive Director with accomplishing that task. Mr. Hernandez stated he would enact a full inventory throughout the last quarter of 2012.

A motion was offered by Mr. Johnson and seconded by Mr. King to recommend that all four policies be readopted at the next Board of Directors meeting. Motion passed unanimously.

Mr. Lawler then inquired if the Authority Board was required to adopt the formal response to the recent Authority Budget Office Audit. It was recommended by Counsel at this time that it be recommended to the Board for adoption. Mr. Lawler made the motion to recommend the Official Audit Response to the Board for adoption. Mr. Johnson seconded. Motion passed unanimously.

At 2:43 p.m. motion was made to adjourn by Mr. Lawler. Mr. King seconded and the meeting was adjourned.