

**Saratoga County Water Authority  
Official Minutes of the September 24, 2020 Meeting of the  
Saratoga County Water Authority Audit Committee**

Mr. O'Connor called the meeting to order at 3:15 p.m. The meeting was held in the Supervisor's small meeting room in Ballston Spa. In attendance were Committee Members: Anita Daly, Art Johnson and Darren O'Connor; also Executive Director Ed Hernandez, Confidential Secretary Carol Alden, and SCWA General Counsel Leah Everhart.

The first matter was review and adoption of the SCWA Online Banking Policy. Mr. Hernandez discussed the policy. Ms. Daly expressed some concerns about making changes to Administrators based on a recent experience.

At this time, Ms. Alden explained the two banks requirements and what she was attempting to accomplish with the Treasurer and Deputy Treasurer. She outlined that currently she is unable to see any activity on the \$5mil CD account at Saratoga National. She was requesting user access to view the account. Secondly, she was requesting the Authority move to a Cash Management Access Panel for the Treasurer and Deputy Treasurer to process wire transfers and account transfers that are currently done by paper. She also was requesting the use of Remote Deposit Capture (RDC) to alleviate the necessity of driving to the bank every time a check was received. Ms. Daly commented that some banks only allow RDC to one account. Mr. Johnson stated he had no objections to making a recommendation to the Board for adoption of the SCWA Online Banking Policy and granting authorizations to Ms. Alden, the Treasurer and Deputy Treasurer to conduct online banking business upon counsel's review. Mr. O'Connor agreed. **Motion was made by Ms. Daly and seconded by Mr. Johnson to recommend adoption of the SCWA Online Banking Policy to the Board. Motion carried unanimously.**

**Motion was made by Ms. Daly and seconded by Mr. O'Connor authorizing Ms. Alden to be the Administrator of the Saratoga National Bank Accounts and authorizing the Treasurer to execute the User Agreements with SNB and Ballston Spa National Bank. Motion carried unanimously.**

The next matter was to readopt the Saratoga County Water Authority Internal Control Policy. Mr. Hernandez had no recommended changes to that policy at this time. **Motion was made by Mr. O'Connor and seconded by Mr. Johnson to recommend Readoption of the SCWA Internal Control Policy. Motion carried unanimously.**

**At 3:41 p.m. motion was made to adjourn by Mr. Johnson. Ms. Daly seconded and the meeting was adjourned.**

**Respectfully Submitted,**

**Carol A. Alden, Confidential Secretary**