

County of Cattaraugus Industrial Development Agency—Audit Committee Meeting Minutes

- Thursday - December 19, 2013
- Meeting called to order at 1:00 P.M.
- **Audit Committee Members Participating:**

Mr. Thomas Buffamante, *Member*
Mr. Greg Fitzpatrick, *Member*

Mr. Brent Driscoll, Member - Excused

- **Other participants on the Call:**

Ms. Denise Veloski, *RA Mercer*
Mr. Corey Wiktor-*CCIDA Staff*

The Meeting was called to order at 1:05 P.M. by Thomas Buffamante with the purpose of discussing the 2013 Annual Audit for both the County of Cattaraugus Industrial Development Agency (CCIDA) and the Cattaraugus County Capital Resource Corporation (CCCRC).

The Audit Committee Members wanted to discuss and address general details that included the following: the time frame (field work) for the 2013 Annual Audit, RA Mercer Fees, method of reporting, date on which the Audit would be presented to the Full Board of Directors, etc.

Denise Veloski (RA Mercer) started the meeting with a general overview of 2013 Annual Audit proceedings. RA Mercer would propose to the CCIDA a fee of \$5,800; which represents the same cost as 2012 (no increase for the cost of the Annual Audit). Denise proposed to start the audit field work in late January/early February 2014.

Once the field work is completed, Draft Reports of the 2013 Audit will be presented to Audit Committee Members prior to the March 19th CCIDA Board Meeting for their review/comment. RA Mercer will then present the 2013 (proposed) Audit at the March 18th CCIDA Board Meeting for the full Board review and consideration for adoption. RA Mercer is also proposing to keep the CCIDA and CCCRC Audits "combined", with respect to presenting purposes between the CCIDA and the CCCRC. This too would be the same as it was presented in 2012.

Denise Veloski mentioned that Shawn Andrew has left employment of RA Mercer however she advised the Audit Committee that she has a new auditor that will perform the Audit and she will also be on location for at least a day.

Mr Corey Wiktor advised Denise Veloski that no new bonds were issued, however a refinance has been completed for the Olean YMCA (CCCRC). Mr. Wiktor also discussed the eight projects that have been induced with a \$20 million dollars in private sector Economic Development Investment (CCIDA).

Also discussed was the sale of the last piece of property that was owned by the CCIDA that is located in the Olean Industrial Park, 299 Homer Street to Mike John, MJ Painting Contractor, LLC.

Also discussed in the meeting, was the "net book value" of the CCIDA owned rail line on our books, which is adequately covered by "future salvage value". It is to be noted, that although there is no current salvage operations being contemplated, the Audit committee feels such value is more than covered by future salvage value. Denise Veloski and Corey Wiktor to review the Railroad depreciation schedule at the time that Denise is at our location for field work. Recommendations will be made to the Audit Committee for their review and comment prior to any formal adoption.

Corey noted that there were no Federal monies (FEMA, etc.) that had passed through the CCIDA in 2013.

Denise will be sending Sandy Andrews a "Wish list" of all things that RA Mercer would like to be completed prior to the Auditors field work commencing in late January/early February. RA Mercer will also be sending an Engagement Letter by early January 2013 as well for the CCIDA to review & sign and return.

Mr. Thomas Buffamante made a motion, seconded by Mr. Greg Fitzpatrick, to approve the execution of the Engagement letter that was submitted by RA Mercer

The Audit Committee Meeting concluded at 1:24 P.M.