

Jefferson County Civic Facility Development Corporation
800 Starbuck Avenue, Suite 800
Watertown, New York 13601
Telephone: (315) 782-5865 or (800) 553-4111 Facsimile (315) 782-7915

Notice of Board Meeting – via Zoom Video Call

Date: June 30, 2020

To: John Jennings
Robert Aliasso
W. Edward Walldroff
Paul Warneck
William Johnson
Lisa L’Huillier

From: Chairman David Converse

Re: Notice of Board of Directors’ Meeting via Zoom Video Call

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Due to the COVID-19 pandemic, the Jefferson County Civic Facility Development Corporation will hold their board meeting via zoom video call on **Thursday, July 9, 2020 at 9:30 a.m.**

The draft minutes and video will be posted on the website at www.jcida.com following the meeting.

pss

c: David Zembiec
Lyle Eaton
Jay Matteson
Marshall Weir
Joseph Russell, Esq.
Kent Burto
Christine Powers
Greg Gardner
Media

Jefferson County Civic Facility Development Corporation

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ZOOM BOARD MEETING AGENDA

Thursday, July 9, 2020 – 9:30 a.m.

- I. Call to Order**
- II. Minutes – June 4, 2020**
- III. Treasurer’s Reports – June 30, 2020**
- IV. Committee Reports**
 - a. Finance Committee**
 - i. Consider 2020-2021 Proposed Budget**
- V. Unfinished Business**
- VI. New Business**
- VII. Adjournment**

**Jefferson County Civic Facility Development Corporation
Board Meeting Minutes
June 4, 2020**

DRAFT

Due to the COVID-19 pandemic, the Jefferson County Civic Facility Development Corporation held their board meeting via zoom video call. The meeting was recorded for posting to the website.

I. Call to Order: Mr. Converse called the meeting to order at 10:41 a.m.

II. Roll call for attendance

Board Members – David Converse, Chair, W. Edward Walldroff, Paul Warneck, Robert E. Aliasso, Jr., William Johnson

Excused – John Jennings, Lisa L’Huillier

Counsel - Joseph Russell, Esq.

Staff – Don Alexander, David Zembiec, Lyle Eaton, Peggy Sampson, Marshall Weir

Others – Ed Valentine

Media – Craig Fox from the Watertown Daily Times

III. Minutes: Minutes of the regular meeting held January 9, 2020 were presented. A motion to approve the minutes as presented was made by Mr. Aliasso, seconded by Mr. Johnson. All in favor. Carried.

IV. Treasurer’s Report: Mr. Aliasso reviewed the financials for the income statement and balance sheets for the periods ending January 31, 2020, February 29, 2020, March 31, 2020, April 30, 2020 and May 31, 2020. A motion was made by Mr. Aliasso to accept the financial reports as presented, seconded by Mr. Warneck. All in favor. Carried.

V. Committee Reports: None.

VI. Unfinished Business: None.

VII. New Business: None.

Other (IDA related) –

COVID-19 Loan/Grant Program – Mr. Aliasso asked Mr. Eaton if he booked an allowance for the grant portion of each loan that would not be collected. Mr. Eaton said that won’t happen until each loan pays off 75% of the loan and leaves the \$2,500 balance. Mr. Aliasso said he just wanted to point out that the IDA won’t be collecting approximately \$72,000 during this process.

Governor’s Budget – Mr. Alexander said that there is a portion in the Governor’s budget that indicates that IDA and Civic Facility projects will be prevailing wage. He said it starts a year from January and said there will be an impact for sure.

Jefferson County Civic Facility Development Corporation
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- VIII. Adjournment:** With no further business before the board, a motion to adjourn was made by Mr. Aliasso to adjourn the video call, seconded by Mr. Warneck. All in favor. The video call adjourned at 10:46 a.m.

JEFF CO CIVIC FACILITY DEV CORP
Income Statement
For the Nine Months Ending June 30, 2020

| | Current Month | | Year to Date | |
|--------------------------------|---------------|-------------|--------------|-------------|
| Revenues | | | | |
| Fee Income | \$ 0.00 | 0.00 | \$ 4,000.00 | 100.00 |
| Interest Income | 0.00 | 0.00 | 0.00 | 0.00 |
| Other Income | 0.00 | 0.00 | 0.00 | 0.00 |
| Finance Charge Income | 0.00 | 0.00 | 0.00 | 0.00 |
| Shipping Charges Reimbursed | 0.00 | 0.00 | 0.00 | 0.00 |
| Fee Discounts | 0.00 | 0.00 | 0.00 | 0.00 |
| | <hr/> | <hr/> | <hr/> | <hr/> |
| Total Revenues | 0.00 | 0.00 | 4,000.00 | 100.00 |
| | <hr/> | <hr/> | <hr/> | <hr/> |
| Cost of Sales | | | | |
| Cost of Sales | 0.00 | 0.00 | 0.00 | 0.00 |
| Cost of Sales-Salaries and Wag | 0.00 | 0.00 | 0.00 | 0.00 |
| | <hr/> | <hr/> | <hr/> | <hr/> |
| Total Cost of Sales | 0.00 | 0.00 | 0.00 | 0.00 |
| | <hr/> | <hr/> | <hr/> | <hr/> |
| Gross Profit | 0.00 | 0.00 | 4,000.00 | 100.00 |
| | <hr/> | <hr/> | <hr/> | <hr/> |
| Expenses | | | | |
| Advertising Expense | 0.00 | 0.00 | 0.00 | 0.00 |
| Bad Debt Expense | 0.00 | 0.00 | 0.00 | 0.00 |
| Bank Charges | 0.00 | 0.00 | 0.00 | 0.00 |
| Depreciation Expense | 0.00 | 0.00 | 0.00 | 0.00 |
| Dues and Subscriptions Exp | 0.00 | 0.00 | 0.00 | 0.00 |
| Insurance Expense | 0.00 | 0.00 | 0.00 | 0.00 |
| Interest Expense | 0.00 | 0.00 | 0.00 | 0.00 |
| Legal and Professional Expense | 0.00 | 0.00 | 0.00 | 0.00 |
| Licenses Expense | 0.00 | 0.00 | 0.00 | 0.00 |
| Maintenance Expense | 0.00 | 0.00 | 0.00 | 0.00 |
| Meals and Entertainment Exp | 0.00 | 0.00 | 0.00 | 0.00 |
| Office Expense | 0.00 | 0.00 | 0.00 | 0.00 |
| Postage Expense | 0.00 | 0.00 | 0.00 | 0.00 |
| Rent or Lease Expense | 0.00 | 0.00 | 0.00 | 0.00 |
| Repairs Expense | 0.00 | 0.00 | 0.00 | 0.00 |
| Supplies Expense | 0.00 | 0.00 | 0.00 | 0.00 |
| Telephone Expense | 0.00 | 0.00 | 0.00 | 0.00 |
| Travel Expense | 0.00 | 0.00 | 0.00 | 0.00 |
| Wages Expense | 0.00 | 0.00 | 0.00 | 0.00 |
| Utilities Expense | 0.00 | 0.00 | 0.00 | 0.00 |
| Other Expense | 0.00 | 0.00 | 0.00 | 0.00 |
| Transfer to JCIDA | 0.00 | 0.00 | 0.00 | 0.00 |
| Purchase Disc-Expense Items | 0.00 | 0.00 | 0.00 | 0.00 |
| Gain/Loss on Sale of Assets | 0.00 | 0.00 | 0.00 | 0.00 |
| | <hr/> | <hr/> | <hr/> | <hr/> |
| Total Expenses | 0.00 | 0.00 | 0.00 | 0.00 |
| | <hr/> | <hr/> | <hr/> | <hr/> |
| Net Income | \$ 0.00 | 0.00 | \$ 4,000.00 | 100.00 |
| | <hr/> <hr/> | <hr/> <hr/> | <hr/> <hr/> | <hr/> <hr/> |

JEFF CO CIVIC FACILITY DEV CORP
Balance Sheet
June 30, 2020

ASSETS

| | | |
|------------------------------|----|-------------------------|
| Current Assets | | |
| Regular Checking Account | \$ | <u>14,816.63</u> |
| Total Current Assets | | 14,816.63 |
| Property and Equipment | | |
| Total Property and Equipment | | 0.00 |
| Other Assets | | |
| Total Other Assets | | <u>0.00</u> |
| Total Assets | \$ | <u><u>14,816.63</u></u> |

LIABILITIES AND CAPITAL

| | | |
|-----------------------------|----|-------------------------|
| Current Liabilities | | |
| Total Current Liabilities | | 0.00 |
| Long-Term Liabilities | | |
| Total Long-Term Liabilities | | <u>0.00</u> |
| Total Liabilities | | 0.00 |
| Capital | | |
| Retained Earnings | \$ | 10,816.63 |
| Net Income | | <u>4,000.00</u> |
| Total Capital | | <u>14,816.63</u> |
| Total Liabilities & Capital | \$ | <u><u>14,816.63</u></u> |

Jefferson County Civic Facility Development Corp.

10/01/20- 9/30/21 Budget

Finance Approval

Board Approval

DRAFT

**Proposed
FYE 9-30-21
Total
Budget**

Revenue

| | | |
|-----------------------|-----------------|-------------|
| Application Fees | - | |
| Annual Processing Fee | 4,000 | 2,500, SMC, |
| Misc Income | - | 1.500 JCC |
| Total | <u>\$ 4,000</u> | |

**Proposed
FYE 9-30-21
Total
Budget**

Expenses

| | | |
|------------------------|------------|------------|
| Office Expense | - | |
| Travel | - | |
| Dues & Publications | - | |
| Insurance | - | |
| Legal | - | |
| Auditing | 375 | TAX Filing |
| Consultants | - | |
| Fees | - | |
| Grants- Transfer JCIDA | - | |
| Total Expenses | <u>375</u> | |

| | | |
|-----------------|-----------------|--|
| Revenue | 4,000 | |
| Expenses | <u>375</u> | |
| Net | <u>\$ 3,625</u> | |

Jefferson County Civic Facility Develop. Corp.
 800 Starbuck Avenue, Suite 800
 Watertown, NY 13601
 (315-782-5865)

2019-2020 Board Attendance

| Name | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun* | Jul | Aug | Sep |
|--|----------|----------|----------|----------|----------|----------|----------|----------|----------|-----|-----|-----|
| Aliasso, Robert | E | No Mtg. | No Mtg. | P | No Mtg. | No Mtg. | No Mtg. | No Mtg. | P | | | |
| Converse, David | P | No Mtg. | No Mtg. | P | No Mtg. | No Mtg. | No Mtg. | No Mtg. | P | | | |
| Jennings, John | P | No Mtg. | No Mtg. | P | No Mtg. | No Mtg. | No Mtg. | No Mtg. | E | | | |
| Johnson, William | E | No Mtg. | No Mtg. | P | No Mtg. | No Mtg. | No Mtg. | No Mtg. | P | | | |
| L'Huilier, Lisa | P | No Mtg. | No Mtg. | P | No Mtg. | No Mtg. | No Mtg. | No Mtg. | E | | | |
| Walldroff, W. Edward | P | No Mtg. | No Mtg. | P | No Mtg. | No Mtg. | No Mtg. | No Mtg. | P | | | |
| Warneck, Paul | P | No Mtg. | No Mtg. | P | No Mtg. | No Mtg. | No Mtg. | No Mtg. | P | | | |
| Totals: | 5 | - | - | 7 | - | - | - | - | 5 | | | |
| P - Present | | | | | | | | | | | | |
| E - Excused | | | | | | | | | | | | |
| A - Absent | | | | | | | | | | | | |
| * ZOOM Video Call due to COVID-19 Pandemic | | | | | | | | | | | | |