

**Jefferson County Industrial Development Agency
Governance Committee Meeting Minutes
December 13, 2024**

The JCIDA held a governance committee meeting in the board room at 800 Starbuck Avenue, Watertown, NY on Friday, December 13, 2024.

Present: W. Edward Walldroff (Chair), Bill Johnson, Paul Warneck

Also Present: Marshall Weir, Jay Matteson, Lyle Eaton, Peggy Sampson, Dawn Robinson

- I. **Call to Order:** Chairman Walldroff called the meeting to order at 9:28 a.m.
- II. **Review Bylaws:** Committee members reviewed the current bylaws. No changes were made.
- III. **Review Mission Statement/Performance Measurements:** Committee members reviewed the current mission statement and performance measurement goals. No changes were made. The 2024 results will be added within the next few months.
- IV. **Review Current Policies and Procedures:** Committee members reviewed the following policies: Disposition of Real Property Guidelines, Investment Policy with Internal Controls, and Procurement Policy. There were no changes.

Mr. Warneck asked if there are going to be any changes to the real property policies since we have property that may be subdivided, or if we may be acquiring new property out by the Business Complex to accomplish the goals. Mr. Walldroff suggested sending the current policy to Attorney Miller for his review. Mr. Warneck said there may be areas that can be changed to simplify the process for acquiring or disposing of property to make us more fluid, so we won't get bogged down with bureaucracy. Mr. Walldroff said it could be discussed at a future board meeting after Attorney Miller's review.

- V. **Annual Confidential Board Evaluations:** Committee members reviewed the summary results of the confidential evaluation of board performance. Mr. Walldroff commented that it was a pretty clean report. Mr. Warneck said the report shows annual improvements every year. The results will be sent to the full board.

VI. **Other**

a. **OSC Corrective Action**

- i. **Project Progress Assessment and Employment Verification** – Mr. _ said there will be changes made to address the corrective action items. Mr. Warneck said the board should know the fees associated with each project. Mr. Eaton said that the fee is included on his project summary spreadsheet that will be shared with board members for each project. Mr. Walldroff said the use policy will be given to applicants which will help us with enforcement.

- b. **Fee Schedule** – Mr. Warneck asked if we should add an escrow provision to the fee schedule. Committee members agreed to discuss with the full board at a future meeting.

- c. **Application** – A motion was made by Mr. Warneck to recommend approval by the full board of directors, seconded by Mr. Johnson. All in favor.

- VII. **Adjournment:** With no further business before the committee, a motion to adjourn the meeting was made by Mr. Warneck, seconded by Mr. Johnson. The meeting adjourned at 9:48 a.m.

Respectfully submitted,

Peggy Sampson