

# Watershed Agricultural Council

Agriculture ♦ Forestry ♦ Conservation Easements ♦ Economic Viability

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## Executive Committee Meeting April 20, 2021

### I. Call to Order

Meeting called to order at 10:10 a.m. by Bud Gladstone via Zoom Call.

Members Present, via Zoom:

Dave Cammer	Richard Giles
Karl Gockel	Bud Gladstone
Fred Huneke	Jeff Graff

Members Absent: Tom Hutson

Others Present, via Zoom:

Ryan Naatz	Amy Faulkner
David Warne, NYC DEP	

### II. Approval of Minutes

**Motion to approve the minutes of the March 16, 2021 meeting as presented.**

**Motion: Dave Cammer**

**Second: Richard Giles**

**Approved**

### III. Interim Executive Director's Report – Ryan Naatz

#### A. Operations/Programmatic Update

Ryan provided the following updates to the group:

- Payment Request Status – CAT 403 payment request #23 was received in the amount of \$362,861.60, Ryan has since instructed Finance to transfer \$500,000 of funds from CAT 403 to CAT 487 Capital to address a portion of the due to/from. WAC has suspended the use of due to/from entirely, however it will take some time to get all accounts whole again. #7e payment is on the portal and totaled \$1.6 million which came two or three weeks ahead of when it was anticipated. The due to/from calculations are not clarified as of yet; we are hoping that YPTC can address that immediately upon their start with working with WAC. Finance staff continue to work diligently to get caught up on payment requests to return to a forward payment process. Jeff added that #7c was submitted last week and that cash on hand balance for submission was \$4.8 million in the Capital account; basically that money has to be paid back to the Capital account and until that cash balance can be brought to \$0, capital payment requests will be \$0. The PPP funds continue to be utilized to cover

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Af: 4/20/21

salary and a portion of fringe benefits; those funds will be fully utilized in the next payroll. It is a difficult balancing act anticipating when to put projects out and to start implementation while still in the current financial position and it will continue to take some time to work through this. Bud asked about applying for forgiveness of the PPP loan and Amy reported that needed to be discussed further with WAC's attorneys and auditors to determine what portion of the monies can be forgiven.

- FY 22 Budget Status: In order to request funds for Payment #24, which will allow for paying back the CAT 450 contract as well as to support the Truesdell closing, WAC needs the ACCO to approve the CAT 403 budget Realignment #2. The Draft CAT 487 FY22 budget was submitted to Jeff on March 31, 2021 – Amy, Ryan and Jeff have been working to come to agreement on the budget in order to move that forward. Jeff added that currently the CAT 487 budget can't be approved until the CAT 403 budget realignment is approved by the ACCO. Payment #7e was submitted and Jeff mentioned one issue that could use improvement is detail provided to clearly show the cost shared expenses.
- Audit Update: Amy provided a detailed update on the Padilla & Company Audit. Dave asked what the City process will be upon receipt of the audit report. Jeff explained that the audit was initiated by the ACCO and done by a third-party and the results won't be received by the Bureau for some time. The Bureau is removed from the process. Ryan explained that in initial conversations the ACCO explained that the resulting report would be immediately shared with WAC and recommendations reviewed and implemented together between DEP and WAC.
- 44 West Lease Update: On March 31 Larry Underwood provided a draft holdover agreement to Bud and Ryan to present to WAC, requesting signature while awaiting supporting documentation from Kevin Young, DC SWCD attorney. Ryan immediately responded that WAC could not sign a holdover agreement if we are unsure as to whether there is a valid lease between SWCD and Vitti for the space. Ryan again asked for the supporting documentation but nothing has been received to date. Concurrent to that, select WAC staff and Board have been researching other options for space with the uncertainty of our current situation. Initial conversations have occurred with the Redstone Firm that has space available in the Price Chopper plaza in Delhi. Heather Hilson has developed a draft design for office space for the WAC staff currently housed in Walton for Redstone to input into their program to be able to provide more details on potential lease costs and timelines. It is important to get that cost so that WAC can make a more informed decision on next steps. Fred asked how far along we go before we make a final decision to move? Karl added that we need the cost and lease terms from Redstone before we can make any more decisions. Fred stated that he wants to be able to make the decision knowing that DEP is supportive. Ryan reminded all that Dave Warne made it very clear last month that it was WAC's decision and he did not see why DEP would get involved, except if the case was that WAC wanted to move outside of the watershed. It may be at the eleventh hour that WAC has to make an adjustment to the FY22 budget to account for increased costs of occupancy or relocation. Fred also asked if once the initial buildout is funded through lease payments in a new building, would the monthly rent be reduced? Ryan responded he doesn't anticipate a future cost reduction but that point can be broached in the discussions with Redstone. Jeff asked if a comparable market analysis has been done to date? Ryan responded that yes, but it is apples to oranges at this point. Jeff added that the market analysis will still need to be done before any decisions are made to lease in any space and that once the numbers are received it would need to be an involved conversation between Bureau

and Agency staff before DEP can support, and that they will require a comparable analysis or appraisal. Amy asked for further clarification as to whether a market analysis that can be compiled by WAC staff would suffice or if an appraisal by a certified appraiser will be expected. Jeff couldn't guarantee which would satisfy OEA but that WAC should ensure they plan to complete either a market analysis or appraisal and that one would be needed to support a lease in either or any location.

#### **IV. Chair's Report – Bud Gladstone**

##### **A. Update on Meeting with Commissioner and Paul Rush**

- Bud and Fred's meeting with the Commissioner was postponed, it will be rescheduled for a later date.

#### **V. Executive Session**

**Motion to go into Executive Session to discuss personnel matters.**

**Motion: Karl Gockel**

**Second: Fred Huneke**

**Approved**

**Amy Faulkner left the meeting at this time.**

**Motion to come out of Executive Session.**

**Motion: Dave Cammer**

**Second: Jeff Graff**

**Approved**

**Motion to approve the position modification as presented and advance to HR Committee and Council, for approval.**

**Motion: Fred Huneke**

**Second: Tom Hutson**

**Approved**

Discussion - Jeff thanked Ryan for the detailed submission. DEP acknowledges and supports, but asked him to consider additional/expanded DO job description bullets to cover the charges of:

1. The timely development and adherence to all organizational (and program) Policies, Guidelines and SOPs, and;
2. The coordination and conformity of program actions with WAC's current adopted Procurement Policy.

Ryan agreed and will update the proposed modified job description before advancing to HR and Council, respectively. Dave Cammer noted workload expectations and asked if we should also be considering a backfill and/or dedicated support staff. The group discussed and all indicated they would like it contemplated for FY23 if necessary. Jeff added that such a position certainly seemed reasonable, but suggested WAC at least evaluate the support services in other program areas, specifically Ag (who has several admin staff), first. Ryan echoed comments and also felt it was prudent to evaluate needs, workload, budget and that it would be easier to assess once the DO position is "up and running" for a period of time.

#### **VI. DEP Report – Jeff Graff**

- Nothing additional to report.

**VII. Adjournment**

**The meeting adjourned by common consent at 11:49 am.**