

**CWC GOVERNANCE COMMITTEE  
MINUTES  
AUGUST 1, 2017**

Present: Thomas Hynes, Innes Kasanof, Wayne Marshfield, Tina Molé, James Sofranko, Anthony Van Glad, Michael Meyer (NYCDEP), Alan Rosa, Thomas Snow (NYSDEC), Robert Pelham

Others Present: Tim Cox (CWC), Jim Martin (CWC), Rich Parete, John Schwartz (NYCDEP) David Warne (NYCDEP), Bruce Dolph (Coalition of Watershed Towns)

I. Call to Order at 11:33 AM

II. July, 2017 Minutes unanimously approved upon motion of Wayne Marshfield and second by Anthony VanGlad

III. CWC Personnel Policy

Tim Cox reviewed proposed changes to the CWC procurement policy. Tim explained that Authorities Budget Office required an explicit policy for who may be contacted regarding an RFP and how contacts to others within CWC need to be logged. Tim continued that each RFP already designates an employee to contact. Alan noted that all future RFP's will also designate Tim as a contact. Any improper contacts – contacts to other than those noted on the RFP – must be reported to Tim. Upon motion of Anthony VanGlad and second by Wayne Marshfield, the Committee unanimously recommended that the CWC Board of Directors approve the proposed Procurement Policy amendment.

V. Next Meeting to be scheduled as needed

VI. Adjourned at 11:48 am