

## COMMISSION MEETING

May 20, 2015

CDRPC Conference Room

One Park Place, Suite 102

Albany, NY 12205

### Minutes

**PRESENT:** Bill Bruce, Lucille McKnight, Michael Morelli, Kristin Swinton, Judy Breselor, James Shaugnessy, Fred Acunto, Phil Barrett, John Murray, Paul Sausville

**ABSENT:** Michael Whalen, Jr., Stan Brownell, Jacqueline Stellone, Jason Kemper, B. Donald Ackerman, Matthew Martin

#### 1. Welcome & Introductions

Todd Mosher and Spencer Raggio from Zone 5 were in attendance.

#### 2. December 17, 2014 Meeting Minutes

The minutes were distributed before the meeting. No corrections were made.

##### Action Taken

Lucille McKnight made a motion to approve the meeting minutes and Judy Breselor seconded. The motion was approved unanimously.

#### 3. January 21, 2015 Meeting Minutes

The minutes were distributed before the meeting. No corrections were made.

##### Action Taken

Fred Acunto made a motion to approve the meeting minutes and Lucille McKnight seconded. The motion was approved unanimously.

#### 4. March 18, 2015 Meeting Minutes

The minutes were distributed before the meeting. No corrections were made.

##### Action Taken

Fred Acunto made a motion to approve the minutes and Judy Breselor seconded. The motion was approved unanimously.

**5. Financial Statement through December 31, 2014.**

The financial statement represents activities through December 31, 2014. For the year, the revenues are at 99.6% while expenses are at 93%. The revenue reflects the final billings through the fourth quarter of 2014. It is anticipated that the year ended with a net surplus of \$53,564.07. A final audited financial statement will be prepared and presented to the Commission in mid 2015.

On the revenue side, with the approval of the CSO LTCP, our responsibility has increased significantly resulting in more revenue than was originally budgeted. CDRPC gets reimbursed on an hourly basis. The revenue related to the NYSERDA contract was less than anticipated due to delays associated with signing the third year of the three year contract. Due to the delay, the third year of the contract has been extended through October, 2015 rather than the original date of April, 2015.

On the expense side, the consultant services line item exceeded the budget due to hiring Zone 5 to update CDRPC website and hiring Jim Yienger to assist in preparing and completing the employment projections that David Wardle was working on before his retirement in November.

**Action Taken**

Jack Murray made a motion to approve the financial statement and Barbara Mauro seconded. The motion was approved unanimously.

**6. Financial Statement through April 30, 2015**

The financial statement represents activities through April 30, 2015. Through the first four months, the revenues are at 36% and expenses are at 31%. There is approximately \$65,305.52 cash in the bank and outstanding receivables totaling \$366,337.74. The larger than usual receivables reflects the payment due to CDRPC for work associated with the CSO project. Upon finalization of the grant contract, CDRPC will be fully reimbursed.

First quarter invoices were sent to the appropriate billing agencies for the CDYCI, CSO Water Quality, NYSERDA, and the UPWP work programs. The rent and health insurance expenses represent 5 months' worth of payments.

The 2014 audit has begun by UHY, LLC and should be completed for Board review and approval at the July meeting.

**Action Taken**

Jack Murray made a motion to approve the financial statement and Barbara Mauro seconded. The motion was approved unanimously.

## **7. Presentation of the Redesigned Website**

Todd Mosher and Spencer Raggio from Zone 5 presented the Board with the design of the new website. Zone 5 has been working on the new site for the last six months and it is in its final stages of completion. They are still working on the new site and will be adding more documents over the next couple of weeks.

The new website features a refreshed logo and a new, easier to use layout and a dynamic content. The site is also adaptive across devices, which means users will have access to the same content from a desktop computer, tablet, or smartphone but using a display that adapts to the device that is accessing the website. The website will have weekly updates to “What’s New” and will be connected to social media including Facebook, Twitter, and LinkedIn.

Moving forward, once the website is complete, staff will be able to update information as needed in house. Staff members will have a login and password to access the website.

Joe Landry inquired about the extent CDRPC will manage the new website. CDRPC will manage the website 100% and Zone 5 will host the site and be available for any trouble shooting. Zone 5 will also conduct weekly backups of the content and page structure of the site.

Fred Acunto asked if there should be contact information available on the site for the commissioners. That is something the commissioners will have to decide.

Kristin Swinton inquired if the staff will have access to the website and can access be disabled at any time. Staff will have access to the website, however all levels of access can be disabled at any time. All updates and changes to the website will be coordinated through Sean Maguire. The Administrative user can track who makes changes to the website and when.

## **8. LTCP CSO Memo**

Each of the six communities and the two County Sewer Districts have executed the Inter-Municipal Agreements (IMA) and were submitted to DEC and EFC. On May 14<sup>th</sup> the IMA Board was established and held its first board meeting. The Board of Directors accepted the notifications of designees from the communities and appointed Joe Coffey as Chair of the Board. Mr. Coffee is the Commissioner of the Albany Water Board. The next step is to create the Local Development Corporation (LDC) Board which will take place at the June 11<sup>th</sup> meeting. The IMA Board functions as a policy and oversight entity, while the LDC carries out day-to-day operations.

The Post Construction Compliance Monitoring Program (PCCMP) was officially kicked off on May 1<sup>st</sup>. Each Wednesday, crews from Albany County Sewer District and Rensselaer County Sewer district are on the Hudson and its tributaries collecting water samples for laboratory tests. The communities are also working with Bender Labs for testing and reporting. This testing will continue through October 31 and will also take place in 2016, 2017, 2022 and 2027. The results of the PCCMP will be the program's report card for water quality compliance and the administration of the LTCP.

A press event is being planned for the week of June 15<sup>th</sup> announcing the formation of the Local Development Corporation, the start of the disinfection program by the two Sewer Districts, and that the weekly monitoring of the water quality in the Hudson River is underway through October. The event will be held at the Rensselaer County treatment plant. Rocky will update the Board as the date for the press conference becomes available.

## **9. Staff Activity Report**

Jon Allen from Performance Matters continues to work on the preparation of the strategic plan. John has completed his interviews with the external stakeholders and the officers of the board. All the board members received a questionnaire and Jon is currently working on the results. There will be an A&F Committee meeting in June to get feedback from Jon from his interviews with the staff and stakeholders.

The staff briefly updated the Board on each project they are currently working on.

## **10. Other Business**

An email was sent to some members of the Board a few weeks ago from a former employee of CDRPC, David Wardle. Gary Hughes informed the Board that Rocky requested an A & F Committee meeting to discuss the matter and provided a response to all the issues mentioned in the email. The A & F Committee was completely satisfied with Rocky's written response and Rocky will email a copy of the memo to the full Board.

Jack Murray informed the Board that in the email he was named, however he did not receive a copy of the email.

## **11. Next Commission Meeting**

The next CDRPC Commission meeting is scheduled for July 15, 2015 at 8:30am.

**Adjournment**

Lucille McKnight made a motion to adjourn the meeting and Mike Morelli seconded. The motion was approved unanimously.

Respectfully submitted,

Judy Breselor,  
Secretary