

## COMMISSION MEETING

July 17, 2013

CDRPC Conference Room

One Park Place, Suite 102

Albany, New York 12205

### Minutes

**PRESENT:** Willard Bruce, Lucille McKnight, Michael Morelli, Kristin Swinton, Judy Breselor, James Shaughnessy, Fred Acunto, Philip Barrett, Jason Kemper, John Murray, Gary Hughes, Joe Landry, Barbara Mauro

**ABSENT:** Michael Whalen, Stan Brownell, Michael Cristo, Michael Stammel, Paul Sausville, Donald Ackerman, Matthew Martin

**PRESIDING:** James Shaughnessy, Chair, called the meeting to order at 8:30am.

#### 1. Welcome & Introduction of Guests

Paul Stewart and Mike Zovistoski from UHY LLP were in attendance.

#### 2. May 15, 2013 Meeting Minutes

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

##### Action Taken

Jack Murray made a motion to approve the May 15, 2013 meeting minutes and Fred Acunto seconded. The motion was approved unanimously.

#### 3. Financial Statement through June 30, 2013

The financial statement represents activities through June 30, 2013. For the first six months of the year, revenues are at 53.1% and expenses are at 43.2%. There is approximately \$281,480 cash in the bank including one CD and outstanding receivables totaling \$154,703.

Second quarter invoices were sent out to the billing agencies for the CDYCI, Combined Sewer Overflow, Water Quality, NYSERDA, and the UPWP work programs.

The contract with the Capital District Community Gardens under the Health Department for \$17,000 was not continued as anticipated. Rocky does, however, anticipate entering into a new contract with the Albany Pool communities regarding the CSO project in which CDRPC will be the management entity responsible for the program.

##### Action Taken

Lucille McKnight made a motion to approve the Financial Statement and Phil Barrett seconded. The motion was approved unanimously.

**4. 2012 Audit Report, Presentation by UHY LLP Certified Public Accountants**

A copy of the FY-2012 Audit Report prepared by UHY LLP was sent out prior to the meeting for review.

Paul Stewart and Michael Zovistoski went over the Audit Report with the Board. Included in the Audit Report is a Required Communications Letter and Analysis that provides an overview of the financial activities for the year ending December 31, 2012.

One change that was noted was a change in GASB Statement No. 63, which changes the name of the balance sheet to the Statement of Net Position. This change has no effect on the numbers in the financial statements. There were no material adjustments in the audit.

**Action Taken**

Gary Hughes made a motion to approve the 2012 Audit Report and Judy Breselor seconded. The motion was approved unanimously.

**5. 2014 Proposed Preliminary Budget**

The adoption of the Preliminary Budget will allow us to send out the Commission's request for next year's county contributions. The counties are preparing their FY 2014 budgets and need to receive our budget request for inclusion in their budget proposals. Overall, the 2014 proposed budget is 5.3% greater than the 2013 budget. A final budget will be prepared for the December Commission meeting.

The amount requested from each county will remain the same as 2013. The total amount requested has remained unchanged since 2004 and is less than the amount received in 2002. Per the inter-municipal agreement, any adjustments by one county, proportionately impacts the contributions from the remaining three counties.

The contractual services revenue item reflects anticipated work during 2014 including school enrollment projections. We have a three year contract with Shenendehowa Central School District as well as Ballston Spa Central School District.

The current NYSERDA grant is for the period of May 1, 2013 through April 30, 2014. It is anticipated that funding will be available for a third year beginning May 1, 2014, but at a reduced amount. The amount received this year is less than received for the period May 1, 2012 to April 30, 2013.

The CSO grant will be increasing significantly as CDRPC anticipates taking on a management role relative to the implementation of the Long Term Control Plan. An inter-municipal governance structure is proposed to manage and implement the projects on behalf of the Albany Pool communities. An estimated cost to provide those services would be approximately \$150,000 annually to CDRPC over the next 15 years.

The grant from the Economic Development Administration (EDA) will be reduced by \$10,000 for the next contract from July 1, 2013 through June 30, 2014 due to federal budget cuts. The NYS Department of Environmental Conservation for the Water Quality Program

also reflects a reduced amount. The current UPWP contract with CDTC started April 1, 2013 through March 31, 2014 for \$139,000. Rocky anticipates a similar amount of funding will be available beginning April 1, 2014.

The salary line item assumes there will be a part time professional staff person hired to assist in carrying out the Commission's scope of work. Due to the additional responsibilities associated with the CSO project, an additional staff person will be needed. The new staff person will be employed by CDRPC with the possibility of full time hours in the future. Adjustments were made to several of the accounts including the NYS Retirement and FICA to reflect the hiring of a new staff person.

There will not be a need to draw down from the Fund Balance which is projected to be at least \$310,000 at the beginning of 2014.

#### **Action Taken**

Lucille McKnight made a motion to approve the 2014 Preliminary Budget and Gary Hughes seconded. The motion was approved unanimously.

#### **6. LTCP – CSO Update**

Negotiations are underway with DEC regarding the projects that have been identified in the LTCP and the timeframe.

A memorandum outlining the engineering response to the DEC Comment Letter was submitted to DEC on June 20<sup>th</sup>. A follow up leadership meeting was held with DEC on June 26<sup>th</sup>. DEC has agreed that a copy of the responses, with an updated project schedule and some additional details can be added to the Long Term Control Plan rather than a complete rewrite of the LTCP.

An Inter-municipal agreement, including the cost allocation responsibilities of each community continued through May and June with the technical committee and Chief Elected Officials. At this time, all communities have agreed to continue collaborating on the Long Term Control Plan implementation. The Memorandum of Agreement, which lays out these primary issues and responsibilities is currently being reviewed by each of the city/village councils for their approval. To date, four of the six communities have signed the memorandum of agreement.

CDRPC met with the technical committee on June 24<sup>th</sup> to discuss the Consolidated Funding Application (CFA) grant opportunities. CDRPC will be assisting with writing 2 Green Innovation Grant Program, 2 Wastewater Engineering/Planning, and 1 Local Government Efficiency applications. Two communities will be submitting Community Development Block Grant applications and one community will submit their own GIGP application. Deb Shannon is currently writing five CFA applications which are due August 12. Rocky anticipates an approved Long Term Control Plan by mid August from DEC.

7. **Capital District Juvenile Secure Detention Facility Background Paper**

Rocky provided the Board a background paper to provide a basic outline of the governance and financing structure associated with the Capital District Youth Center, Inc. (CDYCI).

Fred Acunto added that the background paper is a great source of information and suggested it be distributed to County Administrators, Supervisors, County Executives and Legislators of the four counties and to be distributed within their municipality. Rocky informed the Board that the CDYCI background paper will go out to these individuals within the next week.

8. **Staff Activity Report**

A Planning & Zoning workshop was held Thursday, June 20 at HVCC. There were approximately 150 participants. There will be another workshop held in October.

Barbara Mauro announced that Joanna King did a great job on the School Enrollment Projection Presentation at the School Board meeting in Niskayuna on July 15.

9. **Other Business**

There was no other business at this time.

10. **Next Commission Meeting**

The next CDRPC Commission meeting is scheduled for October 16, 2013 at 8:30 am.

**Adjournment**

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

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Gary Hughes". The signature is written in a cursive style with a long horizontal stroke at the end.

Gary Hughes,  
Secretary