

ALBANY CSO POOL COMMUNITIES CORPORATION

**CAPITAL DISTRICT REGIONAL PLANNING COMMISSION
ONE PARK PLACE, SUITE 102,
ALBANY NY 12205
TEL: (518) 453-0850**

COMMITTEE MEMBERS: GARRY NATHAN, SEAN WARD, MARK HENDRICKS

MINUTES OF AUDIT COMMITTEE MEETING THURSDAY, JUNE 9, 2016 10:40AM

Committee Members Present:

Garry Nathan – City of Cohoes
Sean Ward – Village of Green Island
Mark Hendricks – City of Rensselaer

Also Present:

Martin Daley – CDRPC Staff
Rocco Ferraro – CDRPC Staff
Donna Reinhart – CDRPC Staff
Mike Miller – Albany Pool Joint Venture Team (CHA)
Richard Davis – Beveridge & Diamond
Chris Wheland – City of Troy
Neil Bonesteel – City of Troy
Bill Simcoe – City of Albany
Rich Lyons – Albany County Sewer District
Jeremy Smith – City of Watervliet
Tim Murphy – Albany County Sewer District
Gerry Moscinski – Rensselaer County Sewer District

I. Call to Order/Roll Call

The meeting was called to order at 10:40am.

II. Reading and Approval of March 10, 2016 Minutes

The minutes were distributed before the meeting and no changes were made.

Action Taken

Sean Ward made a motion to dispense in reading the meeting minutes and Garry Nathan seconded. The motion was approved unanimously.

Mark Hendricks made a motion to accept the meeting minutes and Sean Ward seconded. The motion was approved unanimously

III. Audit and Tax Services

An RFP was distributed seeking firms to provide audit and tax services annually for a three year period. Two firms responded to the RFP, West & Co and EFPM. West & Co proposed \$8,825 for the three year audit services and EFPM proposed \$15,000. The RFP response deadline was extended and re-advertised on the Contract Reporter, website, and the RFP was distributed to two local firms CDRPC had used previously in an effort to obtain additional responses. No additional responses were received.

An interview was held with West & Co., because their anticipated costs for the audit seemed most reasonable to the committee members. Martin and the committee members reported the interview went very well, West seemed capable and adequately prepared for the work. The firm is also local and seems to be a good fit for the Corporation and assisting the new entity with reporting to the Authority Budget Office.

Action Taken

Sean Ward made a motion to recommend the full Board request an engagement letter from West and Co. to provide audit and tax services and Garry Nathan seconded. The motion was approved unanimously.

IV. Adjournment

Sean Ward made a motion to adjourn the meeting and Garry Nathan seconded. The motion was approved unanimously.

The meeting adjourned at 10:50am.