

ALBANY CSO POOL COMMUNITIES CORPORATION

C/O Capital District Regional Planning Commission
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www.cdrpc.org

Minutes of Governance Committee Meeting

Thursday, November 9, 2017

10:00am

Board Members Present:

Richard Lyons – Albany County Water Purification District
Bill Simcoe – City of Albany
Mark Hendricks – City of Rensselaer
Jeremy Smith – City of Watervliet
Sean Ward – Village of Green Island

Also Present:

Martin Daley – CDRPC Staff
Magdy Hay – CDRPC Staff
Mark Castiglione – CDRPC Staff
Donna Reinhart – CDRPC Staff
Tim Murphy – Albany County Water Purification District
Rob Ostop – Arcadis

I. Call to Order/Roll Call

Rich Lyons called the meeting to order at 10:00am. Members of the public included two Skidmore College students. The Committee Members introduced themselves.

II. Reading and Approval of Minutes of October 12, 2017

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

Action Taken

Bill Simcoe made a motion to approve the October 12, 2017 meeting minutes and Sean Ward seconded. The motion was approved unanimously.

III. Board Self-Evaluations

At the last meeting, Martin provided the evaluation forms to the Board and asked they be submitted back to him by November 7. Martin received five evaluation forms and included 2016 and 2017 results to the committee. Fewer responses makes it more difficult to get a sense of a trend.

Martin also asked the Board to consider performing CDRPC staff performance evaluations at the last meeting and send feedback to Rich Lyons. Rich has not received any feedback at this time. It was suggested to do an evaluation of the contract with CDRPC instead of the staff.

Rich Lyons will review the contract and prepare a checklist for the communities to review.

IV. Corporation Governance Principles, Policies and Practices

The Albany Pool Communities By-Laws states the Board's Governance Committee must annually review the Charter, By-Laws, and internal control policies. These are available on the Corporation website. At the last meeting, Martin asked the Committee to review the bylaws and policies for any changes or revisions. Martin asked if Board members had any proposed changes or updates since the last meeting when the call for review and suggestions was made. Board members did not see any need to make any amendments to the by-laws or policies at this time.

It was suggested at the end of the year, to encumber certain funds into next year's budget instead of modifying the current budget. Moving forward, we can include lines in the budget for deferred project expenses.

V. Other Business

There was no other business.

VI. Adjournment

Bill Simcoe made a motion to adjourn the meeting and Sean Ward seconded. The motion was approved unanimously. The meeting was adjourned at 10:30am