

ALBANY CSO POOL COMMUNITIES CORPORATION

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

Minutes of Board of Directors Meeting

Thursday, February 2018

10:00am

Board Members Present:

Rich Lyons – Albany County Water Purification District
Bill Simcoe – Albany Water Board
Garry Nathan – City of Cohoes
Maggie Alix – Village of Green Island
Mark Hendricks – City of Rensselaer
Jeremy Smith – City of Watervliet
Chris Wheland – City of Troy

Also Present:

Martin Daley – CDRPC Staff
Mark Castiglione – CDRPC Staff
Donna Reinhart – CDRPC Staff
Tim Murphy – Albany County Water Purification District
Tom Dufresne – Albany Water Board
William Smart – City of Rensselaer
Mike Miller – APJVT (CHA)
Richard Davis – Beveridge & Diamond
Joe Scott – Hodgeson Russ
Rob Ostapczuk- APJVT (Arcadis)

I. Call to Order/Roll Call

The meeting was called to order at 10:05am.

II. Reading and Approval of Minutes of January 11, 2018

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

Action Taken

Maggie Alix made a motion to approve the January 11, 2018 meeting minutes and Garry Nathan seconded. The motion was approved unanimously.

III. Appointment of Board Member Tom Dufresne

Martin received a resolution from the City of Albany Water Board designating Bill Simcoe as the designated representative and Tom Dufresne as an alternate member of the Albany Pool Communities Local Development Corporation Board of Directors.

Action Taken

Jeremy Smith made a motion to approve Tom Dufresne as an alternate member of the Albany Pool Communities Local Development Corporation Board of Directors and Chris Wheland seconded. The motion was approved unanimously.

IV. Credits and IMA(s)

A copy of the draft Combined Sewer Overflow Long Term Control Plan Credit Inter-Municipal Agreement was distributed to the Board before the meeting.

A copy of the Draft Credit program and the breakdown between Cash and Debt projects was also distributed prior to the meeting.

Martin has been working with Joe Scott, Mike Miller, and Jeanine Rodgers Caruso to develop a program and mechanism to reconcile and satisfy the credits between the communities. CDRPC is proposing that the Communities consider the following actions to resolve the credits and settlement process:

1. Determine size and scope of the credit program (whether there will be budget caps for projects completed and listed in the LTCP Table 7-4A)
2. Establish a policy on credits for the Troy and Rensselaer Asset Management Plans and Operations and Maintenance & Inspection Plans, included in the LTCP, and required under an additional Order on Consent. These plans were developed prior to AMP and OM&I plans for the "West Bank" communities and served as a blueprint. The expectation that DEC would require a consistency between the Plans.
3. Establish a policy to reconcile cash credits (paid in full, to date) and debt credits (scheduled debt repayments, on going) as a singular process or two discrete actions (triggering the need for one or two IMAs)

4. Complete review of the project credits and execute the credit sheets affirming the acceptance of the credit project and credit sum that will be needed to finalize the cash and debt credits.
5. Execute the IMA instrument(s) to begin implementation of the credit program.

Joe Scott reviewed the IMA instrument, and walked the communities through the Cash and Credit options. through the red-lined version with the board and discussed the proposed changes.

The communities were asked to review the draft schedules and get any comments or questions to Martin and Joe by next week. Bill Simcoe asked for a breakdown of the OM&I and AMP credits by task and by debt versus cash.

V. PCCMP 2017 Results

Rob Ostapczuk from the APJVT gave a presentation to the Board of the DRAFT 2017 sampling [program analysis. The presentation gave a comparison of samplings taken from baseline, 2015, 2016 and 2017 at multiple transects. The report should be finalized and a draft will be distributed to the communities next week.

Next steps include:

- Consider additional activities during sampling events
- Record temperatures
- DNA testing of FC to identify if non-human

The PCCMP results will be included in the annual report due to DEC on 3/1/ Martin is working on the other sections of this report.

Rob and Mike will work with Tim Murphy, ACWPD, to prepare a letter to the Board with recommendations for the process and cost of an additional round of sampling. The Board will re-visit this potential program once the proposal is received. It may be possible to rely on the budget line for APW-07 for these sampling costs.

VI. Modeling and Monitoring

At the last meeting, the Board inquired about the cost for the APFVT to revise the model to reflect flow reductions and disinfection.

Mike Miller informed the Board that he does not think there is a need to do a comprehensive re-collaboration. He does not believe this is a major issue and will work with Rob and report back to the Board.

VII. Invoice and Voucher Process and Format

Martin has been working with Tom Dufresne on invoice and voucher set up. A chart was provided to the Board with steps to illustrate the process for invoice collection, processing, EFC submission, and payment. Martin distributed this chart prior to the meeting. Martin also distributed a draft invoice that will net out expected grants. The new invoice will reflect the amount of expected grant revenue, to be credited when received. The host community, the community performing the project and billing to corporation, will receive a Record of Payment for their proportionate share of project costs for which they have already contributed on a self-funded project.

Action Taken

Jeremy Smith made a motion to approve the invoice and voucher format and process and Maggie Alix seconded. The motion was approved unanimously.

VIII. Community Invoices

Martin requested approval for one invoice from West & Co. for the remainder of fees for the FY2017 audit and tax prep in the amount of \$4,000.00.

Action Taken

Mark Hendricks made a motion to approve the payment to West & Co. and Chris Wheland seconded. The motion was approved unanimously.

IX. Corporation Vendor Invoices

Martin requested approval of the following Community invoices when funds become available:

- Arcadis in the amount of \$49,228.87, costs include STCF-03 Big C and APW-05 Asset Management
- Barton & Loguidice in the amount of \$37,572.32, costs for SSS-06 Mariette Place
- Keller & Sons Construction in the amount of \$194,859.55 for construction work on SSS-06 Mariette Place
- CHA Consulting in the amount of \$311,667.00 for work on STCF-01,02 Floatables Control Project

Once approved, the invoices will be submitted to each Pool Community for payment of their respective share utilizing the new format the board previously approved.

Action Taken

Chris Wheland made a motion to approve payment of all community invoices and Jeremy Smith seconded. The motion was approved unanimously.

X. 2018 CDRPC Rate Change

CDRPC fringe and indirect rates are annually adjusted by CDRPC on January 1 of each year. Martin provided the Board with a list of new rates for each CDRPC staff member and fringe and indirect rates that take effect 1/1/18.

XI. Website Development, Scope RFP

At the January 11 meeting the Board reviewed the draft RFP and requested some modifications. A copy of the revised RFP was distributed to the Board for further review. Martin requested all comments be submitted by Feb 23. If there are no comments submitted, the RFP will be sent out with new deadline dates established by CDRPC.

XII. Other Business

The APJVT prepared more information for public outreach on STCF-03, Big C, and submitted to the Mayors office for review. There is some discussion about renaming the project from "Big C Disinfection and Floatables Control Facility" to a name that better conveys the facilities purpose and relies less on industry jargon. The Albany Water board and the APJVT will attempt to provide the Board a presentation at the March 8th Board meeting when the facility reaches 30% design.

Jeremy Smith added that Route 32 project's engineering invoices are still pending submission to the Corporation. Roughly \$60,000 has been budgeted for FY2018 for this project. Watervliet expects to exceed this amount, and this exceedance will require board approval in order to process any invoice sum beyond \$60,000. Jeremy will distribute a memo next week with more information.

Martin received an inquiry from Skidmore College students with questions on the CSO LTCP. He was able to field some of the questions about the program, but for the technical and system data questions he recommended the students contact the communities directly.

XIII. Adjournment

Maggie Alix made a motion to adjourn the meeting and Chris Wheland seconded. The motion was approved unanimously.

Respectfully submitted,

Donna Reinhart
CDRPC Office Manager

Reviewed and approved by

Jeremy Smith
Secretary

DRAFT