

COMMISSION MEETING

July 15, 2015

CDRPC Conference Room

One Park Place, Suite 102

Albany, NY 12205

PRESENT: Bill Bruce, Michael Morelli, Judy Breselor, James Shaughnessy, Jacqueline Stellone, Fred Acunto, Philip Barrett, Jason Kemper, John Murray, Paul Sausville, Don Ackerman, Gary Hughes, Joe Landry, Barbara Mauro

ABSENT: Lucille McKnight, Kristin Swinton, Michael Whalen, Jr., Stan Brownell, Michael Stammel, Matthew Martin

1. Welcome & Introductions

Jon Allen from Performance Matters was in attendance.

2. May 20, 2015 Meeting Minutes

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

Action Taken

Jack Murray made a motion to approve the meeting minutes and Bill Bruce seconded. The motion was approved unanimously.

3. Strategic Plan Update

Jon Allen from Performance Matters has been working on the preparation of the Strategic Plan. Jon has met with staff, Commissioners and a number of stakeholders for input as well as input through surveys. The feedback Jon received was very positive.

A meeting was held with the A & F Committee to discuss the feedback received and the major themes that emerged. The four potential strategic initiatives that were developed were:

*Develop an integrated communications and outreach plan to promote the role and value of the Commission and continue to explore opportunities for expanded regional partnerships.

*Continue to provide and seek opportunities for facilitation and project management contracts, within the constraints of funding opportunities and staffing that increases the role of CDRPC in supporting local, intermunicipal, and regional collaboration initiatives.

*Invest in the agency's IT platform to enhance in-house accessibility of information among staff and maintain a more user-friendly website while ensuring the agency's value-added in the interpretation of the data to the region's stakeholders.

*Implement a leadership succession planning process to minimize the loss of institutional knowledge and to create a smooth, well-orchestrated transition for the Executive Director position.

Jon asked that all input from the Board and staff be sent to Rocky. Moving forward, Jon will be creating action steps for the coming years and will meet with the A & F Committee again in September to go over the draft Strategic Plan. Jon anticipates distributing to the full Board at the October meeting.

4. Financial Statement through June 30, 2015

The financial statement represents activities through June 30, 2015. For the first six months of the year, revenues are at 55% and expenses are at 44%. There is approximately \$56,294 cash in the bank and outstanding receivables totaling \$398,677. The larger than usual receivables reflects the payment due to CDRPC for work associated with the CSO Program. CDRPC was successful in applying for and awarded a grant from NYS DOS to cover these costs. NYS DOS has assured the money will be released shortly.

The second quarter billings were sent to the appropriate billing agencies for CDYCI, CSO, Water Quality, NYSERDA and UPWP work programs.

Action Taken

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

5. 2014 Audit Report Status

The 2014 Audit is not ready for distribution at this time. The reason for the delay is that David Wardle sent the auditors, UHY, LLC an email regarding CSO charges related to Tim Canty's hours. Rocky met with the auditors to discuss the issue and they will be contacting Tim and Michael Hall to discuss the issues raised by David with them. The audit will be completed for the Board's review and approval at the October meeting.

6. 2016 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 2016 budgets and need to receive our budget request for inclusion in their budget proposals.

Overall, the 2016 proposed budget is 0.2% greater than the 2015 budget. A final budget will be prepared for the December Commission meeting.

The amount requested from each county will remain the same as 2015. 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 Climate Smart Communities demonstration grant from NYSERDA will be completed in November. We are applying for additional funding through the next round. Applications are due July 31st and it is uncertain whether we will be awarded a grant. If CDRPC is awarded a grant, the budget will be adjusted accordingly.

CDRPC has been designated as the entity responsible for project management on behalf of the Albany Pool communities and will be reimbursed for actual hours worked on the project.

The Water Quality program is funded from April 1, 2015 through March 31, 2016 and we anticipate a similar amount of funding will be available for 2016-2017.

The health insurance line item was reduced to reflect the changes in staff and their coverage and includes an approximate 15% increase in health insurance coverage.

Based on the preliminary proposed budget, there will be a need to draw down \$34,000 from the Fund Balance.

Action Taken

Jack Murray made a motion to approve the Proposed 2016 Preliminary Budget and Phil Barrett seconded. The motion was approved unanimously.

7. NYSERDA Grant Application

The NYSERDA funded Climate Smart Communities Regional Coordinator Pilot grant will be ending November 1. The state has developed a follow-up program called the New York State Communities Partnership Program (NYSCP) and is currently soliciting proposals through the Cleaner Greener Communities Phase II implementation Grants program. CDRPC has taken the lead in forming a multi-region partnership called The Eastern New York State Communities Partnership, following the requirements specified in the grant solicitation.

This is a multi-regional coordinated effort designed to conduct outreach, engagement, and technical service provisions to undertake cost effective clean energy and energy efficiency actions in communities in the Capital Region, North Country, Mohawk Valley

and Mid-Hudson Economic Development Regions. CDRPC has been working to coordinate the approach for the eastern part of the state with the Central New York Regional Planning Board who is responsible for preparing a similar application with partners from Central and Western New York and the Southern Tier and a third application being prepared by Solar One, which will cover New York City and Long Island. All three applications, which cover the entire state, have agreed to a unified program coordination framework.

The total amount being solicited by CDRPC and its Eastern NY partners is three million dollars over three years. In addition, a 25% in-kind match of one million dollars will be contributed by the partner agencies and technical support team, bringing the total project amount to four million dollars. Todd Fabozzi is taking the lead on this project.

Rocky is requesting Board approval to submit the application to NYSERDA.

Action Taken

Paul Sausville made a motion to allow CDRPC to submit the grant application and Joe Landry seconded. The motion was approved unanimously.

8. LTCP CSO Memo

On May 14th the IMA Board was established and held its first board meeting. Joe Coffey was appointed as Chair of the Board. Mr. Coffey is the Commissioner of the Albany Water Board. The IMA Board will meet quarterly or as needed.

On June 11th the Albany Pool Communities met for the first time as the “Albany Pool CSO Communities Corporation”. This not-for-profit Local Development Corporation received its certificate of incorporation from the NYS Dept of State on May 29th. At the first meeting of the Corporation, the board passed several resolutions that collectively form the foundation of the organization including by-laws, mission statement, policies, calendar year, meeting schedule, open meetings law compliance, and public notice. The Board appointed Rich Lyons as president, Gerry Moscinski as vice president, Chris Wheland as treasurer and Jeremy Smith as secretary. The LDC will follow guidelines established by the NYS Authority Budget Office. The LDC will meet monthly.

A press conference was held on June 17th at the RCSD wastewater treatment plant to announce the formation of the Local Development Corporation, the start of the disinfection program by the two Sewer Districts, and the weekly monitoring of the water quality in the Hudson River through October. Speakers included representatives of county government and state agency partners that have provided programmatic and financial assistance. The event was covered by the Albany Times Union and Capital News 9 cable news.

9. Staff Activity Report

The new website is up and running as well as social media outlets such as Facebook and Twitter. Sean Maguire continues to work with Zone 5 on migrating existing data from the old site to the new. Feedback on the new website has been very positive.

Staff is working on updating the 2009 Tech Valley Trends report and a complete report is expected this summer.

The Juvenile Detention Facility utilization rate has been higher than 2014 with rates of 81.5% in May and 87.3% in June. In May, 2014, the rate was 30.4% and in June 2014, it was 73.8%.

10. Other Business

There was no other business at this time.

11. Next Commission Meeting

The next CDRPC Commission meeting is scheduled for October 21, 2015 at 8:30am.

Adjournment

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

Respectfully submitted,

Judy Breselor

Judy Breselor,
Secretary