

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, January 11, 2018

9:45am

Board Members Present:

Bill Simcoe – City of Albany
Garry Nathan – City of Cohoes
Sean Ward – Village of Green Island
Maggie Alix – Village of Green Island
Mark Hendricks – City of Rensselaer
Jeremy Smith – City of Watervliet
Chris Wheland – City of Troy
Gerry Moscinski – Rensselaer County Sewer District

Also Present:

Martin Daley – CDRPC Staff
Mark Castiglione – CDRPC Staff
Donna Reinhart – CDRPC Staff
Mike Miller – APJVT (CHA)
Phil Dixon – Whiteman, Osterman & Hanna

I. Call to Order/Roll Call

The meeting was called to order at 10:25am.

II. Reading and Approval of Minutes of November 9, 2017

The meeting minutes were distributed before the meeting and one change was made. Reading and Approval of Minutes of "November 12, 2017" should be changed to "November 9, 2017."

Action Taken

Garry Nathan made a motion to approve the November 9, 2017 meeting minutes as amended and Chris Wheland seconded. The motion was approved unanimously.

III. Appointment of Board Member William Smart

William Smart will be replacing Mike Brown from the City of Rensselaer. Martin received a letter and all supporting documentation from the Mayor's office designating William Smart to replace Mike Brown.

Action Taken

Jeremy Smith made a motion to approve the appointment of William Smart from City of Rensselaer and Sean Ward seconded. The motion was approved unanimously.

IV. Introduction of General Counsel Team

Martin introduced Phil Dixon from Whiteman, Osterman and Hanna as the new general counsel for the board.

V. Reports from Committees

a. Finance Committee

Martin reviewed the proposed 2018 budget amendment for 2018. He outlined each change in the proposal and basis for revisions.

Action Taken

Bill Simcoe made a motion to accept the finance committee recommendations to modify the 2018 budget as amended and Jeremy Smith second. The motion was approved unanimously.

VI. Vendor Invoices

Martin requested approval for the following invoices when funds become available:

- Barton and Loguidice in the amount of \$218.75, costs include reimbursable expenses for the GI Code Audit (GI-09)
- APJVT in the amount of \$113,472.31 costs include general technical support, LTCP regulator optimization project and implementation of the PCCMP.

Action Taken

Jeremy Smith made a motion to approve payment of all consultant invoices when funds become available and Bill Simcoe seconded. The motion was approved unanimously.

VII. Community Invoices

Martin requested approval for the following community invoices when funds become available:

- City of Watervliet in the amount of \$4,581.09 for retrofit of five regulators within the City (85% grant funded by the WQIP)
- City of Cohoes in the amount of \$7,704.29 for retrofit of 11 regulators in the City. (85% grant funded by the WQIP)
- City of Albany in the amount of \$26,479.10 for BMP-12, Bouck St.
- City of Albany in the amount of \$23,272.40 for SSS-06 Mariette Place
- City of Albany in the amount of \$141,050.00 for Floatables Controls Facilities, STCF-01, SFCT-02. (85% grant funded by the WQIP)

Action Taken

Garry Nathan made a motion to approve the payment of all community invoices once funds become available and Chris Wheland seconded. The motion was approved unanimously.

VIII. Website Development, Scope RFP

A draft RFP for Website and Communications Consulting was distributed to the Board for review and discussion.

The Corporation is seeking a firm to develop a stand-alone website to communicate progress of LTCP and water improvements to the public.

It was suggested to add the exact LTCP description to the RFP and to remove the budget. The board asked how much it would cost for the APJVT to revise the model to reflect flow reductions and disinfection. Martin asked the APJVT to consider this and report back in February. Mike Miller will report back on updated model and provide more information at the next meeting. Bill Simcoe suggested the communities should look into opportunities to install flow monitoring equipment to get better real-time data. The board will continue the flow mentoring and model update discussion at the next meeting.

After a lengthy discussion, there was consensus to have additional board review of the RFQ in detail.

IX. CDRPC Contract for Services

Martin distributed a revised FY2018 CDRPC contract prior to the meeting. Approval of the contract was tabled at the last meeting in order to make updates that were requested. The revised contract reflects the changes requested.

Bill Simcoe made the request to amend the “not to exceed amount” of the contract of \$190,00; establishing a new limit of \$160,000 to match the FY2018 budget amount of \$160,000. Martin inquired if the Board would like him to amend all contracts to match the revised FY2018 contract limits. The board did not want to make additional amendments at this time.

Action Taken

Sean Ward made a motion to set the CDRPC contract's not to exceed sum as \$160,000 and to establish an end date of 9/30/18 and Chris Wheland seconded. The motion was approved unanimously.

Jeremy Smith made a motion to authorize the board President to execute the contract the contract as amended and Sean Ward seconded. The motion was approved unanimously.

Martin Daley will amend and distribute the contract and have communities sign Exhibit B the assignment, prior to submitting it to the President to execute.

X. Other Business

Jeremy Smith reported on the status of three laterals that were found to be directly discharging onto the Dry River.

XI. Adjournment

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

Respectfully submitted,

Donna Reinhart
CDRPC Office Manager

Reviewed and approved by

Jeremy Smith
Secretary