

COMMISSION MEETING

July 18, 2017

Albany County Sewer District North Plant
1 Canal Road, Albany NY

PRESENT: Bill Bruce, Lucille McKnight, Michael Morelli, Kristin Swinton, Judy Breselor, Jacqueline Stellone, Michael Stammel, Don Ackerman, Barbara Mauro

ABSENT: Michael Apostol, Stan Brownell, James Shaughnessy, Phil Barrett, Jason Kemper, John Murray, Paul Sausville, Nancy Casso, Gary Hughes, Joe Landry

STAFF PRESENT: Mark Castiglione, Tim Canty, Martin Daley, Todd Fabozzi, Andrew Gillcrist, Dan Harp, Sean Maguire, Donna Reinhart, Robyn Reynolds

1. Welcome and Introductions

Jim Amell From Marvin and Co was in attendance.

2. May 17th Meeting Minutes

The minutes were distributed before the meeting and no corrections were made. There was no action due to a lack of quorum.

3. Financial Statement through June 30, 2017

The financial statement represents activities through June 30, 2017. Through the first six months, revenues are at 40% and expenses are at 49%. There is approximately \$122,000 cash in the bank and outstanding receivables totaling \$251,000.

Second quarter invoices are being process and will be sent to the appropriate billing agencies for the CDYCI, CSO, Water Quality, NYSERDA, and UPWP work program.

There was no action due to a lack of quorum.

4. 2016 Audit Presentation

A copy of the draft FY-2016 Audit Report prepared by Marvin & Co. and was sent out prior to the meeting for review.

Jim Amell went over the Audit Report with the Board. Included in the Audit Report is a Required Communications Letter and Analysis that provides an overview of the financial activities for the year ending December 31, 2016.

A final report will be available at the next meeting for Board approval.

5. 2018 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 2018 budgets and need to receive our budget request for inclusion in their budget proposals. Overall, the 2018 proposed budget is 5.2% greater than the 2017 budget. A final budget will be prepared for the December Commission meeting.

The amount requested from each county will remain the same as 2017. 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 NYSEERDA Clean Energy Communities Program will be in its second full year of operation with a contract year of June to May. 2018 revenue is estimated to be \$340,000 to CDRPC which includes an additional \$55,000 that has been added to the contract from an Attorney General settlement.

The contract with the Economic Development Administration (EDA) was approved for a new contract through 2018.

The Water Quality program will be in the third and fourth year of a four-year contract (April 1, 2015 through March 31, 2019). We are budgeted to receive \$47,000 for each year of the contract. The budget year for the UPWP is the same as the Water Quality program.

The salary line item reflects a full time professional staff of eight plus two part-time professionals. The intern line item includes one position that is part-time during the school year and full time during the summer.

The Consultant Line item supports the services associated with our online interactive Census Mapper program which is a reimbursable expense from the UPWP grant.

The Data Purchase line item includes annual subscriptions for IMPLAN economic development modeling software CDRPC uses to generate economic impact analyses.

Based on the proposed budget, there will be no need to draw down from the Fund Balance during 2017. The current Unreserved Fund Balance is approximately \$449,000.

6. Bylaws Update

CDRPC has engaged Harris Beach to review and update the bylaws to ensure that the board is fully in compliance with any governance requirements currently mandated. Robert Ryan from Harris Beach provided a draft of the amended bylaws and a memo to the Board in response to the Board's request review for compliance with the Not-for-Profit Revitalization Act of 2013 or any other legal or best practice type of provisions.

The memo to the Board included the following recommendations:

- CDRPC is subject to Open Meetings Law and the requirements of in-person attendance for the purposes of a quorum. A commissioner can participate through video conferencing.
- A recommendation to update the officer structure to conform with the officers identified in the four-county agreement – Chair, First Vice Chair, Second Vice Chair, and Secretary-Treasurer.
- The Secretary-Treasurer would need to execute an Official Undertaking. Counsel will be making recommendations about how best to achieve compliance
- Add electronic mail
- Add references to requirements related to conflict of interest, records, reporting, and procurement.
- Changing the meeting frequency. The Chair can omit regular meetings with notice and can change the frequency if the Board required.

The A&F Committee has requested Mark send out a survey to the board to find the best time and day to schedule meetings in order to have a quorum. Mark will send a survey to the Board to get input and use as a guide to schedule meetings in the future.

7. 50th Anniversary Event

The speaker series, CDRPC@50 developed in partnership with the University Club, kicked off on June 23rd with Gene Bunnell and will continue each month throughout the year. Each month will host different speakers, with the next one scheduled for July 20th.

The 50th Anniversary Dinner is scheduled for October 18, 2017 at Franklin Plaza in Troy. There will be a "business only" board meeting prior to the dinner in the board room at Franklin Plaza. Tickets for the dinner will be \$50 per person and Mark is planning to seek sponsorship to cover extra expenses.

The event committee is in the process of selecting a keynote speaker for the event and is considering CDRPC board as Honorary Committee. Mark informed the Board that staff will reach out to previous board members and staff to invite to the event and will keep the Board updated as we move forward with the planning process.

8. LTCP CSO Memo

Mark informed the Board that Martin Daley now manages the Water Quality 604(b) program and is now the Director of Water Quality.

The City of Albany and Troy have renewed their listings for the State Intended Use Plan for the next five years of the program, FY2018-FY2022. This will maximize access for greater EFC funding support such as the Water Infrastructure Improvement Act (WIIA) and Intermunicipal Grant Program (IMG).

The Draft Green Infrastructure In-Lieu-Fee and Credit Banking Program Feasibility report has been completed and was submitted to DEC well in advance of project deadline. The Draft Green Infrastructure Design Guidance Toolbox will be submitted to NYSDEC on or before August 1.

Swan St. and Hamilton St. Regulator Improvements in Green Island and Mariette Place Stormwater Storage Facility in Albany have both met Consent Order Construction Completion Milestones on or before July 1. The completion of these projects demonstrates the Communities' commitment to meeting the requirements of the Order on Consent.

The communities continue to assess the Credits for projects completed prior to and during 2015. A program for repayment of the Credit is being developed.

9. Staff Activity Report

The Staff Activity Report was distributed before the meeting. There was no discussion at this time.

10. Other Business

There was no other business at this time.

11. Presentation

Tim Murphy, Executive Director of the Albany County Sewer District and Dan Rourke, PE, Executive Director of the Saratoga County Sewer District #1 gave a presentation to

the Board. The presentation, Water Quality/Waste Energy: The Development of a Regional Bio-solids Anaerobic Digester was followed by a tour of the facility.

12. Next Commission Meeting

The next CDRPC Commission meeting will be held at Franklin Plaza in Troy at 4:30pm on October 18, 2017. The meeting will be followed by the 50th Anniversary Dinner celebration.

Respectfully submitted,

Donna Reinhart
Office Manager

Reviewed and approved,

Judith Breselor
Chair