

COMMISISON MEETING

July 18, 2018

Capital District Regional Planning Commission

1 Park Place, Suite 102

Albany, NY 12205

- Present:** Willard Bruce, Lucille McKnight, Kristin Swinton, Judy Breselor, Michael Stammel, Jason Kemper, Craig Warner, Lindsay Zepko, Don Ackerman, Gary Hughes, Barbara Mauro
- Absent:** Michael Apostol, Scott Bendett, James Shaughnessy, Jacqueline Stellone, Joseph Grasso, Nancy Casso, Joe Landry
- Staff Present:** Mark Castiglione, Tim Canty, Martin Daley, Tara Donadio, Todd Fabozzi, Jill Falchi, Dan Harp, Sean Maguire, Donna Reinhart

1. **Welcome and Introductions**

Mark introduced Tara Donadio to the Board. Tara replaced Robyn Reynolds as a Sustainability Planner. Tara previously worked as a Clean Energy Communities Coordinator in the Southern Tier.

Heather Lewis and Sean Daley from Marvin & Co were in attendance.

2. **May 16, 2018 Meeting Minutes**

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

Action Taken

Gary Hughes made a motion to approve the meeting minutes and Barbara Mauro seconded. The motion was approved unanimously.

3. **Financial Statement through June 30, 2018**

The financial statement represents activities through June 30, 2018. Through the first six months, revenues are at 51.8% and expenses are at 50.8%. There is approximately \$85,005 cash in the bank and outstanding receivables totaling \$288,691.

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

Action Taken

Judy Breselor made a motion to approve the financial statement and Craig Warner seconded. The motion was approved unanimously.

4. 2018 Budget Amendment

Michael Stammel made a motion to amend the agenda to accept the revised budget and Gary Hughes seconded. The motion was approved unanimously.

Mark informed the board of the following 2018 budget amendments:

- Miscellaneous Revenue – increase to \$14,000 to reflect existing revenues received from National Grid grant and economic impact studies and anticipated additional revenue for an additional economic impact study
- Water Quality (604b) – Increase to \$47,000 to reflect additional work anticipated under the program in this calendar year.

Expenses

- CDRPC Workshops – proposed adding \$2,500 which increases the line to \$12,000 to cover a CECP program workshop which is 100% reimbursable.
- Conference Registration – proposed increase to \$5,000 to accommodate current and anticipated costs of our participation in upcoming conferences.
- Consultant Services – proposed increased by \$7,000 for a grant CDRPC received from NYS Archives.
- Agency Memberships – proposed increase to \$5,200 to include memberships to national economic development organizations including FTZ, NY Planning Federation and NYS Economic Development Council
- Telephone and Internet – proposed increase to \$5,600 due to tracking over budget
- Postage – proposed increase to \$1,000 to cover routine mailings for the remainder of the year.
- Insurance – proposed increase to \$3,801 for Directors' and Officers' insurance coverage which the commission did not previously have.
- Health Insurance – proposed increase by \$5,000 to \$129,200 due to staff changes resulting in projected increased costs.

Action Taken

Gary Hughes made a motion to approve the 2018 budget amendments and Barbara Mauro seconded. The motion was approved unanimously.

5. 2017 Audit Presentation

A copy of the FY-2017 Audit Report prepared by Marvin & Co. was sent out prior to the meeting. Heather Lewis and Sean Daley from Marvin & Co. presented the final Audit Report to the board.

The audit recommends regular IT security training and staff is exploring the most appropriate training protocols. A list of current best practices were recommended for the Commission to consider cost/benefit of implementing in the future. Also, while our data is being backed up regularly on the on-site server, the auditors recommended a disaster recovery plan including off-site or cloud storage. Mark will go through the recommended list and update the board at the next meeting.

A final 2017 Audit will be presented at the October meeting.

6. 2019 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 2019 budgets and need to receive our budget request for inclusion in their budget proposals. Overall, the 2019 proposed budget is 3% greater than the 2018 budget. A final budget will be prepared for the December Commission meeting.

The amount requested from each county will remain the same as 2018. 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. However, Mark informed the board that there may be a need to increase the amount requested from the counties moving forward. The board suggested that over the next year, Mark meet with counties representatives and their legislature to discuss the value of CDRPC and specific benefits to each county. Mark will work on scheduling meetings with legislative representatives to present CDRPC's Annual Report and a list of ways in which each county has benefitted from CDRPC.

The NYSERDA Clean Energy Communities Program will be in its third year of operation with a contract year of June to May. 2019 revenue is estimated to be \$365,000 to CDRPC exclusive of any consultant fees.

The contract with the Economic Development Administration (EDA) was approved for a new contract through 2019.

The Water Quality Program will be in the final quarter of a four year contract (April 1, 2015 – through March 31, 2019). CDRPC will be applying for the subsequent term but have been notified that the award will likely be lower.

The Transportation UPWP contract is estimated for \$10,000 in additional revenue given the anticipated future work on the CDTC/CDRPC technical assistance program.

The salary line item reflects a full time professional staff of eight plus three 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 2019 audit, and technical and outreach services for data dashboard development.

The travel line item increase reflects anticipated additional travel associated with the Clean Energy Communities Program.

The health insurance line item assumes a 5% increase in overall insurance expenses and factors in the cost of plans and payouts for existing staff.

Based on the proposed budget, there will need to be a modest draw down from the Fund Balance during 2019.

Action Taken

Gary Hughes made a motion to adopt the 2019 Preliminary Budget and Barbara Mauro seconded. The motion was approved unanimously.

7. Staff Activity Report

There has been a lot of progress with the Clean Energy Communities Program. As of July 10, 2018, twenty five communities in the Capital Region have achieved Clean Energy Communities Designation. Seventy-two communities have achieved designation with the Eastern Upstate NY Territory, which is managed by CDRPC. Staff is currently providing technical assistance to nearly 70 communities in the Capital Region and over 250 throughout the Territory.

There is a “Community Choice Aggregation – A High Impact Action” statewide webinar scheduled for August 7 at 11:00am with NYSERDA’s Clean Energy Communities team to take a behind the scenes look at Sustainable Westchester and understand how CCA really works and your community can get involved.

The printed Capital District Data has been transitioned into an online and e-newsletter platform called DataNews. The first issue was assembled in June and can be found on our website.

CDRPC has partnered with CDTC to develop a new Technical Assistance Program intended to provide more direct services to communities and increase their capacity to advance projects. Staff is working with five communities on projects identified for assistance. Projects are progressing and scheduled to be completed in April, 2019.

The Green Infrastructure Audit Tool is now live via an online survey provider. A press release announced its formal launch on Earth Day. CDRPC staff presented the audit and Toolbox at the New York Planning Federation Conference on April 24th. Staff has received positive feedback on the launch of the audit and Toolbox.

Sean Maguire attended the final session of the University of Oklahoma Economic Development Institute. He has been approved for the Certified Economic Developer (CEcD) exam and plans to take it in December in Denver, CO.

8. Other Business

There was no other business at this time.

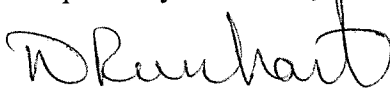
9. Next CDRPC Meeting Date

The next CDRPC Commission meeting is scheduled for Wednesday, October 17, 2018 at 10:00am. Location to be determined.

Adjournment

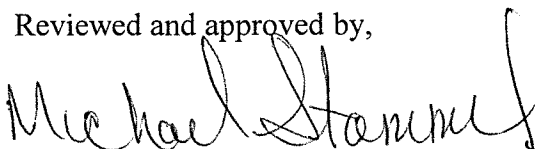
Michael Stammel made a motion to adjourn the meeting and Lucille McKnight seconded. The motion was approved unanimously.

Respectfully submitted,



Donna Reinhart
Office Manager

Reviewed and approved by,



Michael Stammel
Secretary/Treasurer