

COMMISSION MEETING

(No Quorum)

March 15, 2017

CDRPC Conference Room

One Park Place, Suite 102

Albany, NY 12205

PRESENT: Bill Bruce

Via conference call: Judy Breselor, James Shaughnessy, Jacqueline Stellone, Jack Murray, Paul Sausville, Don Ackerman, Barbara Mauro

ABSENT: Mike Apostol, Lucille McKnight, Mike Morelli, Kristin Swinton, Stan Brownell, Mike Stammel, Fred Acunto, Phil Barrett, Jason Kemper, Nancy Casso, Gary Hughes, Joe Landry

STAFF PRESENT: Mark Castiglione, Todd Fabozzi, Andrew Gillcrist, Donna Reinhart
Via conference call: Martin Daley, Robyn Reynolds, Sean Maguire

1. Welcome & Introductions

There were no guests in attendance at the meeting.

2. January 18, 2017 Meeting Minutes

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

3. Financial Statement through December 31, 2016

The financial statement represents activities through December 31, 2016. For the year, the revenues were at 98% and expenses were at 96%. The revenue reflects the final billings through the fourth quarter of 2016 and all expenses have been accounted for. The Commission ended the year with a deficit of \$4,736 reducing the Unreserved Fund Balance to \$429,742.

The final audited financial statement will be prepared and presented to the Commission at the May or July meeting.

4. Financial Statement through February 28, 2017

The financial statement represents activities through February 29, 2017. In several instances, the expenses are greater than what would be expected because it included payment of the annual GIS software license to ESRI and annual premium payments for

insurance were paid. The rent and health insurance expense reflects three months worth of payments.

There is approximately \$258,379 cash in the bank and outstanding receivables totaling \$148,281. The outstanding receivables reflects the payment due to CDRPC for the work associated with the CSO project, retainage payments released by NYSERDA and the NYSERDA January invoiced amount for total program expenses.

5. Audit Firm Engagement

In January, CDRPC prepared and issued an RFP for auditing services for 2016, 2017, and 2018. Three proposals were received before the deadline and one, from UHY LLC, was received after.

The fee proposal to undertake the financial audit for CDRPC is the following:

	<u>2016</u>	<u>2017</u>	<u>2018</u>
The Bonadio Group	\$9,000	\$9,000	\$9,000
Marvin & Company	\$10,250	\$10,500	\$10,750
Scott, Stackrow & Co.	\$10,500	\$10,705-\$10,909	\$10,705-\$10,909
UHY LLC	\$11,000	\$11,200	\$11,500

Mark recommended Marvin & Company to the A&F Committee. Marvin & Company's proposal included a more robust examination of internal controls which Mark values as a new Executive Director. The A&F Committee agrees with Mark's recommendation and recommends to the Board that CDRPC engage Marvin & Company for auditing services.

6. Bylaws Revision Committee

The CDRPC bylaws were last updated in February 2003 and were distributed before the meeting for review. The A&F Committee recommends CDRPC engage in a process to update its bylaws. The update process will ensure that the board is fully in compliance with any governance requirements currently mandated. This process will also provide the opportunity to update how the Commission can conduct business and incorporate best practice policies.

The bylaws for CDYCI also need to be updated for the same reasons. Staff is currently seeking quotes to update both sets of bylaws.

Mark is seeking Board action to authorize the Executive Director to engage the services of an attorney to assist with the update.

7. LTCP CSO

Albany has scheduled a March 16th closing date for EFC funding. Several projects and administration costs have already been deemed disburseable. Closing with EFC will help ensure positive cash flow for the Corporation.

The Pool Communities submitted the Second Term 2016 Semi-annual report on March 2 to DEC. The report included data on the employment of non-LTCP Green Infrastructure practices, updates on each of the active and upcoming projects, and it provided a summary of the 2016 season of water quality sampling.

The draft Green Infrastructure In-Lieu-of-Fee and Credit Banking Program Feasibility report has been completed and communities are reviewing the document. The deadline for submission to DEC is August 1, 2017. The plan is to complete the report in the next few weeks and submit the draft to DEC and then present the findings at the April 13 quarterly meeting with the Department.

8. Sean Maguire 40 Under 40

No discussion due to lack of quorum.

9. 50th Anniversary Event Committee

No discussion due to lack of quorum.

10. Clean Energy Communities Program Presentation

No discussion due to lack of quorum.

11. Staff Activity Report

Mark informed the Board that CDRPC is hosting a Grant Funding workshop on April 12, 2017 at HVCC. Staff sent out approximately 300 postcards and so far we are getting a good response. The workshop fee is \$12.00.

Staff has completed the work on the GIS mapping and analysis for the Community Growth Profiles developed under the UPWP program.

Dan Harp is attending a training on the IMPLAN program in Charlotte, NC. The IMPLAN online is being used as a replacement to the discontinued RIMS-II model for conducting economic impact analysis. Sean Maguire attended a three day training on the IMPLAN program in early December.

No actions were taken on any agenda item due to lack of quorum.

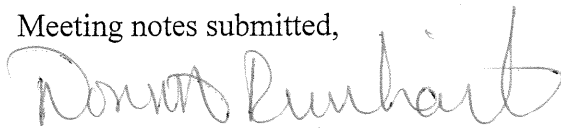
12. Other Business

There was no other business at this time.

13. Next Meeting Date

The next CDRPC Commission meeting is scheduled for May 17, 2017 at 8:30am.

Meeting notes submitted,

A handwritten signature in cursive script that reads "Donna Reinhart". The signature is written in dark ink and is positioned above the printed name and title.

Donna Reinhart
Office Manager