

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, May 10, 2018

10:00am

Board Members Present:

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

Also Present:

Tim Murphy – Albany County Water Purification District
Martin Daley – CDRPC Staff
Mark Castiglione – CDRPC Staff
Donna Reinhart – CDRPC Staff
Mike Miller – APJVT (CHA)

I. Call to Order/Roll Call

The meeting was called to order at 11:05am.

II. Reading and Approval of Minutes of April 9, 2018

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

Action Taken

Mark Hendricks made a motion to approve the April 9, 2018 meeting minutes and Chris Wheland seconded. The motion was approved unanimously.

III. New Financial Officer Introduction

Martin introduced Tom White as the new CDRPC part time accountant. Tom will be taking over accountant duties for Magdy Hay.

IV. Financial Report as of 3/31/18

Martin provided the financial reports to the Board and discussed each table in detail during the Finance Committee meeting.

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V. Proposed FY2018 Budget Modification

The Finance Committee met prior to the meeting and had a lengthy discussion and elected to recommend to the Board modifications to three line items; Monument Square income and expense and 18th Street and Avenue A expense. The Committee tabled modification of the budget for Route 32.

Action Taken

Sean Ward made a motion to accept modifications approved by the Finance Committee for the three line items. Mark Hendricks seconded. The motion was approved unanimously.

VI. Vendor Invoices

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

- CDRPC in the amount of \$35,095.38 for program administration
- Barton & Loguidice in the amount of \$649.75 for GI-09, GI Toolbox
- Beveridge & Diamond in the amount of \$920.69 for special counsel
- Keller Construction in the amount of \$55,258.40 for GI-04 Monument Square
- Weston Sampson Engineering in the amount of \$59,960.00 for GI-05 Route 32 (The amount remaining in the FY2018 budget)
- KPI Pipeline in the amount of \$1,787.50 for BMP-06, 18th St & Ave A camera work
- Adirondack Environmental in the amount of \$600.00 for GI-05 Rte. 32 Green St project

The Finance Committee elected to table an increase in funding line for Route 32 project. The project is overbudget. Sean Ward requested the invoices for Route 32 be tabled until next meeting and Bill Simcoe seconded. The motion was approved with one vote against by Jeremy Smith.

Action Taken

Jeremy Smith made a motion to approve the remaining, non-route 32 vendor invoices for payment when funds become available. Sean Ward seconded. The motion was approved unanimously.

VII. Public Notification System

The Public Notification System is to inform the public on the progress of the CSO program and water quality improvements made possible by the program. An RFP was published in early March for a marketing and public relations firm to develop a website and printed materials to educate the public. Staff received 16 proposals and an ad-hoc Board Communications Committee met and selected 5 applications to review. The Committee interviewed two applicants and recommends Grammercy Communications for the project. The contract will include an MWBE subcontractor, will not exceed \$52,820 and will be in effect for 1 year.

Action Taken

Jeremy Smith made a motion to award the website development to Grammercy Communications and Sean Ward seconded. The motion was approved unanimously. Martin will contact Grammercy and obtain a contract and materials. The contract will be presented to the board at the next meeting for authorization to execute.

VIII. IMA Update

Martin informed the Board that Joe Scott completed the edits to the credits IMA and the communities are reviewing them at this time. CDRPC has assembled full accounting for each project to allow each community to accept the credits. Communities need to sign off on each credit project. The complete financial materials for each project is in the Dropbox folder. Martin will work with any community to set up credit meetings to review project costs; a meeting in Rensselaer has already taken place. The board discussed at length whether pre-order LTCP projects in table 7-4A of the LTCP should be credited for LTCP budget estimates. The board was not ready to establish a policy relating to caps at this time. Martin reminded the board that decisions about the caps and the project costs were needed in order to move the credit package forward for resolution.

There board had a lengthy discussion regarding whether Troy and Rensselaer Asset Management Plans and Operations & Maintenance Plans would be included in the Credit Program. The Troy and Rensselaer Operations & Maintenance Plans, part of Table 7-4A, were required by a prior Order on Consent, and thus included in the LTCP for credit, but not part of the Pool Order. The board discussed the influence of these plans on the "West side" Pool Communities plans, and that the DEC established expectations of symmetry between plans. The Troy and Rensselaer Asset

Management Plans are part of Table 7-4B, but are also were required by a prior Order on Consent. The board discussed the influence of these plans on the "West side" Pool Communities plans, and that the DEC established expectations of symmetry between plans as well.

Action Taken

Bill Simcoe made a motion to include the Troy and Rensselaer Asset Management Plans and Operations & Maintenance Plans in the credit package and Jeremy Smith seconded. The motion was approved with one vote against by Sean Ward.

IX. ACWPD Sampling

The District is still collecting samples at 3 transects and 3 tributaries. The City of Troy is in the process of getting certified in order to assist the Albany County Water Purification District with sampling analysis.

X. Annual Statement of Disclosure

The Annual Statement of Disclosure is due to the county by May 15, 2018. Martin will be submitting all of them together and requested all board members, designees, and alternates get the statements to him asap.

XI. FY2019 Budget

Martin will be working with Tom White preparing the 2019 budget very soon. Martin will update the Board with a draft budget when it is ready.

XII. Other Business

Martin participated in the City of Rensselaer EPA CSO audit. Martin worked with the City to prepare for the audit and communicate all facets of the LTCP Program. It is likely other communities will have CSO Audits in the near future.

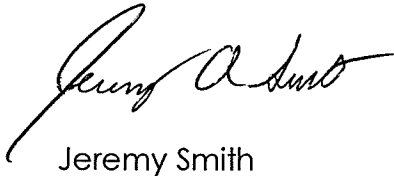
XIII. Adjournment

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

Respectfully submitted,

Donna Reinhart
CDRPC Office Manager

Reviewed and approved by

A handwritten signature in black ink, appearing to read "Jeremy Smith". The signature is written in a cursive style with a large initial "J" and a long, sweeping underline.

Jeremy Smith
Secretary