

# Albany CSO Pool Communities Corporation

Capital District Regional Planning Commission  
One Park Place, Suite 102,  
Albany NY 12205  
Tel: (518) 453-0850

**Audit Committee Members: Garry Nathan, Sean Ward, Mark Hendricks**

## Minutes of Audit Committee Meeting Thursday, November 8, 2018

### **Committee Members Present:**

Sean Ward – Village of Green Island  
Mark Hendricks – City of Rensselaer

### **Also Present:**

Martin Daley – CDRPC Staff  
Mark Castiglione – CDRPC Staff  
Tom White – CDRPC Staff  
Joshua Tocci – CDRPC Staff  
Bill Simcoe – City of Albany

### **I. Call to Order/Roll Call**

The meeting was called to order at 9:30am. Two of the three Audit Committee Members were present for quorum.

### **II. Reading and Approval of December 14, 2018 Minutes**

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

#### **Action Taken**

Mark Hendricks made a motion to dispense in reading the meeting minutes and Sean Ward seconded. The motion was approved unanimously.

### **III. West and Co. 2018 Audit Engagement**

Martin Daley discussed the Letter of Engagement sent to the CSO Corporation by West and Co. to complete the 2018 audit. There was a discussion around the bidding process and if other vendors had been contacted. West and Co. gave the best price for the audit.

**Action Taken**

Sean Ward motioned to approve the engagement letter and recommend West and Co. as the vendor to perform the 2018 audit to the Corporation Board. Mark Hendricks seconds the motion.

The motion was approved unanimously.