

Commission Meeting
Wednesday, July 17, 2019
Capital District Regional Planning Commission
10:00am
1 Park Place, Suite 102
Albany, NY 12205

Members Present: Gary Hughes, Michael Stammel, Judy Breselor, Lucille McKnight, Joe Landry, Jason Kemper, Barbara Mauro, Kristin Swinton, Willard Bruce, Craig Warner

Present via GotoMeeting:

Others Present: Jim Amell (Marvin & Company), Sean Daley, (Marvin and Company)

Members / Others Absent: Scott Bendett, Nancy Casso, Lawrence Schillinger, Joseph Grasso, Michael Apostol, B. Don Ackerman,

Staff Present: Mark Castiglione, Amy Weinstock, Martin Daley, Tara Donadio, Todd Fabozzi, Jill Falchi-Henck, Joshua Tocci, Karthik Rajan, Kate Maynard

Presiding: Michael Stammel, Second Vice Chair, called the meeting to order at 10:17 am.

1. Welcome & Introductions

Mark Castiglione welcomed everyone to the meeting.

2. May 15, 2019 Meeting Minutes

The minutes were distributed before the meeting.

Actions Taken

There was no action taken as there was no quorum at this meeting and the minutes will be approved at the next meeting.

3. Financial Statement through June 30th

Enclosed for your review and approval are the current financial statements through June 2019. Biannual invoices were sent Albany and Rensselaer and quarterly invoiced sent to Saratoga and Schenectady. Revenues reflect second quarter billings to the CSO Corporation, Federal EDA, NYS DEC, UPWP (DOT), CDYCI in addition to monthly NYSERDA billing.

Through June, revenues at 50% to budget and expenses are 47% to budget (Par = 50%).

As noted on the Balance Sheet, on June 30th we had \$154,386.01 cash in the bank not including amounts for the NYSERDA CEPC program and the CD. The outstanding receivables total \$283,322.74. The majority of the receivables reflect the payment due to CDRPC from second quarter billings, NYSERDA invoiced amount for total program expenses, and payment from the counties. We also have one Certificate of Deposit.

Actions Taken

There was no action taken as there was no quorum at this meeting. The Financial Statements will be approved at the next meeting.

4. Resolution to update bank account signatory

Donna Reinhart was on the signatory list previously, as the job makes it necessary to make banking transfers and other account changes. Mark is requesting Amy Weinstock be added to the list, as now her job requires the same banking requirements.

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RESOLVED that the following individuals shall be designated as signatories on the CDRPC's bank accounts.

1. Craig Warner, Secretary/Treasurer
2. Mark Castiglione, Executive Director
3. Amy Weinstock, Office Manager

Motion _____

Second _____

Approved: _____

Joe Landry, Chair

Actions Taken

Since there was no quorum, the Board will accept the approval of adding Amy Weinstock to the bank account signatories by the Audit and Finance Committee. An official motion from the Board will be made at the next meeting.

5. 2018 Audit Presentation

Enclosed for your review and approval is the FY-2018 Draft audit documents by the accounting firm Marvin & Company Certified Public Accountants and Consultants.

A representative from the firm will make a presentation and respond to Board questions about the audit documents at the Commission meeting.

Board action is requested to accept the audit.

No major deficiencies or weaknesses were found in the report. The following four minor deficiencies listed were discussed and processes are already in place to correct them.

- We noted 3 instances out of 25 tested where check numbers of the actual checks being cut and cashed did not agree to the check numbers in QuickBooks.
- We noted 3 instances out of 25 tested where expense claim vouchers had not been signed by the Executive Director as required by policy. We did however, note the Executive Director did sign the checks for these 3 payments.
- During our test work, we proposed two journal entries which management subsequently corrected. The entries overall impact was to increase accounts receivable and revenue amounts that had not been booked. We also noted the bank reconciliations within QuickBooks did not agree to the ending general ledger balance for all accounts. Management subsequently provided additional support for a reconciliation that did agree to the general ledger balance.
- There is no formally documented information security policies and procedures, There is no computer incident / data breach policy in place, There has been no vulnerability testing performed on the network by an outside entity.

6. 2020 Proposed Preliminary Budget

Attached for your review and approval is the proposed 2020 Preliminary Budget. A final budget will be prepared for the December Commission meeting. 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.

Budget highlights include the following:

Revenue:

- Overall, the 2020 proposed budget is 22% less than the 2019 budget.

- Two scenarios are presented related to the county contributions. One shows \$205,466 which has been the amount requested since 2004. The alternative represents a 2% increase to reflect the projected 2019 rate of inflation and totals \$209,575. Adjusted for inflation, the \$205,466 first received in 2004 would be equivalent to \$278,550 in today's dollars. Per the inter-municipal agreement, any adjustment by one county proportionately impacts the contributions from the remaining three counties. CDRPC continues to be successful securing grants and fees for services reducing the financial responsibilities of the four counties. The contributions from the counties are used to leverage the grant monies we receive from the Federal Economic Development Administration, NYSERDA, and the NYS Departments of Environmental Conservation, Transportation and State. Every county dollar is leveraged by more than four dollars in outside revenue.
- Contractual Services: The contractual services revenue line item reflects anticipated work during 2020 including school enrollment projections and fee-based economic impact studies.
- NYSERDA: The budget scenario in this proposal **does not include** grant revenue related to the Clean Energy Communities Program (CECP) as the current term grant funding will be exhausted by January 2020. While we will apply for the next iteration of the program, funding is not guaranteed and, therefore, not reflected in the budget. The budget does anticipate revenue for January 2020 and \$50,000 for the Clean Heating and Cooling program.
- LTCP CSO: CDRPC will continue to serve as the project manager on behalf of the Inter-Municipal Corporation created by the Albany Pool communities of Albany, Watervliet, Green Island, Cohoes, Troy, and Rensselaer to implement the projects outlined in the DEC approved Long Term Control Plan to address Combined Sewer Overflows in the Hudson River.
- EDA: Our contract with the Economic Development Administration (EDA) is for the period July 1, 2019 through June 30, 2020. EDA has indicated that we can anticipate the same funds during the subsequent term.
- Water Quality (604b): The first full year of the new four-year contract term will be 2020 (April 1, 2019-March 31, 2023), with the NYS Department of Environmental Conservation for activities related to the Water Quality Program. We anticipate receiving \$55,000 annually under the contract but this is subject to change based on the total passthrough amount received by DEC.
- UPWP: The Transportation UPWP contract follows the state fiscal year (April 1st through March 31st). The financial support is provided by the Capital District Transportation Committee with whom we have a solid professional working relationship. I am estimating \$10,000 in additional revenue given the anticipated future work on the CDTC/CDRPC technical assistance program. The total also

reflects the projected 20% rescission of federal grant dollars being contemplated by Congress.

Expense:

- **Salaries:** The salary line item reflects a full-time professional staff of five plus two-part time professionals reflected on the Temporary Services line.
- **Office Equipment:** This includes fees for the office printer and network maintenance management, and IT support services.
- **Consultant Services:** The Consultant line item supports the services associated with our on-line interactive Census Mapper program which is a reimbursable expense from the UPWP grant, maintenance support services associated with our web site, our 2019 audit, and technical and outreach services for data dashboard development and marketing for the clean heating and cooling program.
- **Computer Supplies/Software:** This line includes purchasing software subscriptions for GIS (which is reimbursable through our UPWP grant), Tableau software for data dashboards, Adobe Suite programs, IMPLAN economic modeling software, MailChimp Email, MS Office 365 and Microsoft Exchange email in addition to the anticipated replacement cost of a computer.
- **Rent:** The Rent Expense line item has decreased to reflect the actual monthly rent under the new lease agreement.
- **Travel:** The decrease in the Travel Expense line item reflects anticipated decreased travel associated with the Clean Energy Communities Program.
- **Health Insurance:** The decrease assumes less staff but assumes a 3% increase in overall insurance expenses and factors in the cost of plans and payouts for existing eligible staff.

Gross Expenses and Operating Income:

Based on the proposed budget, we anticipate an \$11,500 draw down from the Fund Balance during 2020. The final budget may change significantly should the agency be successful with our application to NYSERDA and/ or NYS DEC. The Unreserved Fund Balance at the close of 2018 was \$428,600.

There was a discussion on the alternate budget including a 2% rate of inflation request. It appeared a consensus was that option be OK, so long as it stayed 2% across the board the next 3 years, and it was a reasonable and rational request.

Action Taken

The consensus of the Board since there was no quorum to make a vote, was to rely on the recommendation of the A&F Committee and accept their proposals on the preliminary budget.

7. Authorizations for Clean Energy Communities and Climate Smart Communities Grant Applications

Funding for the Clean Energy Communities program (CECP) will be fully expended by the close of 2019. Based on conversations with NYSERDA, we have been informed that NYSERDA is planning another similar program solicitation, which should be released at the end of the summer or early fall with a start date of quarter 1 2020. While the program details have not been finalized or made public, we have been informed that the funding period will likely be from three to five years and will cover similar activities at similar funding levels to our existing program. The current program requires a 25% match. It is unknown at this time whether the next solicitation will require a similar match, though we understand NYSERDA is contemplating not requiring a match for the next round of the program.

Since the turnaround time for submitting the application will likely fall between this meeting and the October meeting, staff is requesting board approval to apply for the next Clean Energy Communities Program solicitation.

In addition to future NYSERDA CECP funding, the NYS DEC is planning a Climate Smart Communities Program solicitation, which will be released in the fall of 2019. The Climate Smart Communities Program is currently included within the Clean Energy Communities Program, and will continue to be part of that program, however NYS DEC will be adding separate funding for more specific CSC technical outreach support. Staff is also requesting approval to apply for this program solicitation as it's possible it will be released prior to the fall commission meeting. It is unknown at this time what the funding levels of the CSC grant will be or whether it will require a match.

Board action is requested to authorize CDRPC staff to apply for the NYSERDA Clean Energy Communities Program and NYS DEC Climate Smart Communities program grants. The board will also subsequently vote to accept the grant and associated terms should we be successful.

Action Taken:

The consensus of the Board since there was no quorum to make a vote, was to rely on the recommendation of the A&F Committee and accept the submission of applications to authorize CDRPC staff to apply for the NYSERDA Clean Energy Communities Program and NYS DEC Climate Smart Communities program grants.

8. Clean Heating and Cooling Program Update

- Everything is good in the application process.
- The preliminary work is being done now for Heatsmart Capital Region.
- They are in the process of selecting installers who are specially trained in this type of work.
- There will be a forum held at 1 Park Place, Suite 102 to discuss the work with contractors.
- A draft RFP with NYSERDA should be completed within the next 1-2 weeks.
- There are procedures in place to promote this new program, and free energy evaluations may be given at Affordable Housing Locations in the future.

9. CSO Update and Authorization for CSO Administration Application

CDRPC provides contractual administrative services to the Albany Pool Communities and staff to the Albany CSO Pool Communities Corporation. The Pool Communities have asked CDRPC to apply for NYSDOS Local Government Efficiency funds through the NYS Consolidated Funding Application to cover the costs of our administrative and management services. The Pool Communities Corporation is ineligible to apply for these funds.

CDRPC will apply for \$640,000 to cover four (4) years for CDRPC's CSO LTCP program administration on behalf of the Pool Communities. If the application is successful, the NYSDOS Local Government Efficiency grant will fund ninety percent (90%) of the project, \$576,000. The Albany CSO Pool Corporation will be responsible for the program's required ten percent (10%) match, \$64,000. The grant's application deadline is July 26, 2019.

Board action is requested to authorize the application. Subsequent board approval will be required to accept the grant. A separate agreement articulating the CSO Corporations obligation related to the match would also be developed.

Action Taken

The consensus of the Board since there was no quorum to make a vote, was to rely on the recommendation of the A&F Committee and accept the submission of applications to authorize CDRPC staff to apply for the NYSERDA Clean Energy Communities Program and NYS DEC Climate Smart Communities program grants.

10. Staff Activity Report

- New CSO Pool Communities Website. The Albany CSO Pool Communities have launched a new website www.albanypoolcso.org and clearinghouse for all program information related to the implementation of the Albany Pool Communities Combined Sewer Overflow Long Term Control Plan. It archives plans, reports, project updates and water quality data that measures the success of the 15-year, \$136m program to bring these six Hudson River communities into compliance with the Clean

Water Act. Over the course of this program, for which CDRPC plays the role of program administrator. The communities and Districts have completed more than 50 projects and CSO volumes have been reduced by 278 million gallons, or 22.5%. The communities will implement more than 65 projects and programs to continue to abate combined sewer overflows. Be sure to visit the website to monitor the communities progress.

- Clean Energy Communities Program: Staff continues to manage and implement the CEC Program for the Eastern Upstate NY Territory. As of July 1, 2019, thirty-three communities in the Capital Region have achieved Clean Energy Communities Designation with the help of CDRPC staff. By becoming Designated, these communities have qualified for \$2,965,000 in match-free project funding - Albany County (\$280,000), Schenectady County (\$250,000), city of Albany (\$180,000), Cohoes (\$130,000), Bethlehem (\$130,000), Niskayuna (\$100,000), Knox (\$130,000), Clifton Park (\$50,000), Glens Falls (\$50,000), Hillsdale (\$80,000), Ancram (\$80,000), Saratoga Springs (\$50,000), Watervliet (\$80,000), Troy (\$180,000), Voorheesville (\$80,000), Queensbury (\$50,000), Edinburg (\$50,000), Town of Catskill (\$35,000), New Scotland (\$80,000), Ghent (\$35,000), Guilderland (\$35,000), Altamont (\$35,000), Hudson (\$35,000) Philmont (\$35,000), Town of Chatham (\$35,000), Town of Nassau (\$35,000), Village of Kinderhook (\$35,000), Austerlitz (\$35,000), Town of Kinderhook (\$35,000), Canaan (\$35,000), Gallatin (\$30,000), Malta, Westerlo (\$30,000)
- Staff has been completing the preparatory work to launch the campaign, including establishing a campaign name and logo; convening on a bi-weekly basis a core team of campaign volunteers/participants; developing a website/sign up portal, marketing plan, and marketing materials; distributing a RFI to local installers to solicit interest in the campaign, participating in a NYSERDA employee information event, attending and presenting at the NY GEO conference, and holding a roundtable discussion with local installers.
- Kate Maynard discussed the new FLIP Program with the Board. Future Leaders in Planning (FLIP) is a leadership development program for high school students in the Capital Region. FLIP is a program where teens learn about the issues that shape our region and think of solutions with other students from the surrounding counties. Participants meet and interact with selected regional leaders who make key planning and economic development decisions in our communities. There was a suggestion that

Kate reach out to BOCES and other organizations in the County to see if they would be willing to sponsor these events in the future.

2019 is the pilot year for this program and will take place the week of August 5-9 in partnership with the Clean Technology and Sustainable Industries Early College Program. If the early, very enthusiastic interest in the program is any indicator, the program could be expanded to other interested high schools in 2020.

Modeled after the successful FLIP program in Chicago led by the Chicago Metropolitan Agency of Planning, the program will consist of a number of interactive site visits and activities within the region, and conclude with a student led project designed to pull together the various things learned by students during the program and apply to a real life situation.

In conjunction with CDTC, CDRPC has awarded

- technical assistance to five communities for 2019:
Future information is listed in the Staff Activity Report attached at the end of the minutes.

11. Other Business

Due to the fact that there was no quorum today, it was decided that all memos needing action will be voted on by the Board at the next meeting. However, the Board accepted the recommendations of the Audit and Finance Committee on all pertinent financial requests.

There may be a special video conference meeting in August or September if necessary to approve anything that could not be approved at this meeting.

12. Adjournment- next meeting is October 16, 2019 at 10:00 am.

The meeting adjourned at 11:24.

Respectfully submitted,

Amy Weinstock
Office Manager

Reviewed and approved by

Craig Warner,
Secretary

