

COMMISSION MEETING

8:30 am, Wednesday, August 16th, 2006

CDRPC Office
One Park Place
Albany, New York
453-0850

AGENDA

1. Welcome/Introduction of Guests
2. May 17th, 2006 Meeting Minutes*
3. Financial Statement through July 31, 2006 (Memo 06-22)*
4. 2005 Audit Report, Presentation by Dorfman-Robbie (Memo 06-23)*
5. 2007 Proposed Preliminary Budget (Memo 06-24)*
6. 604 (b) Contract Renewal (Memo 06-25)*
7. CEG Memo Of Understanding (Memo 06-26)*
8. Foreign Trade Zone Program – Zone Administrator Report (Memo 06-27)*
9. Fall Board/Staff Retreat (Memo 06-28)
10. LTCP - CSO Update (Memo 06-29)
11. Update on Work Program/Staff Activity Report
12. Other Business
13. Next Commission Meeting Date: October 18th, 8:30 am followed by the Board Retreat at 10:00 am

*Formal Board Action Anticipated

COMMISSION MEETING

May 17, 2006, 8:30am
CDRPC Conference Room
One Park Place, Suite 102
Albany, New York 12205

MINUTES

- PRESENT:** John Graziano, Lucille McKnight, Judy Breselor, Stan Brownell, Jayne Regan Harris, Mike Stammel, Fred Acunto, Philip Barrett, Spencer Hellwig, John Murray, Gary Hughes, Barbara Mauro, David Vincent
- ABSENT:** Betty Barnette, Willard Bruce, Henry Dennis, James Shaughnessy, Chris Callaghan, Raymond Gillen, Michael Petta
- PRESIDING:** Fred Acunto, Chair, Called the meeting to order at 8:30am.

1. WELCOME/INTRODUCTION OF GUESTS

Jim Basha and Joe Lignard from the Green Island Power Authority were in attendance.

2. MARCH 15, 2006 MEETING MINUTES

The minutes were distributed before the meeting. Lucille inquired if Capital Trade Strategies was the same as Capital District Trade Strategies. Rocky added that the correct name is Capital District Trade Strategies and the minutes should be corrected to note the change.

Action Taken

Lucille made a motion to approve the minutes as amended and Gary Hughes seconded. The motion was approved unanimously.

3. FINANCIAL STATEMENT THROUGH APRIL 30, 2006

Rocky reported that this statement reflects the current financial statements through April 2006. Revenues are at 37.6% and expenses are at 31.0%.

The first quarter billings to the contracting agencies have gone out. The second quarter invoices were sent to Saratoga and Schenectady Counties.

There is approximately \$136,000 cash in the bank and receivables totaling just over \$67,000. Two CD's were purchased for \$30,000 each. One is an 8 month CD earning 4.66% interest and the other is a 12 month CD earning 4.69%.

Action Taken

Mike Stammel made a motion to accept the Financial Statement, and Jayne Regan Harris seconded. The motion was approved unanimously.

4. GREEN ISLAND POWER AUTHORITY

Jim Besha and Joe Lignard from the Green Island Power Authority (GIPA) gave a brief presentation to the Board discussing their alternative proposal to the School Street Project re-licensing proceeding that is presently under consideration by the Federal Energy Regulatory Commission (FERC). On April 21st, the A & F Committee met with Jack Brown, Chairman and CEO of GIPA and Jim Besha to discuss their alternative proposal.

A letter was sent on May 15th to FERC, based on the recommendation of the A & F Committee and upon concurrence from the Board. The letter was submitted under the Chair's signature requesting consideration be given to the application being submitted by GIPA and that CDRPC request intervener status to participate in the review of any application submitted in association with School Street License renewal.

Fred Acunto inquired about the possibility of job opportunities this project would provide during and after construction. Jim Besha responded that construction will take approximately 1.5 years and during that time he estimates about 100-150 construction job opportunities. Jim also estimates a good amount of long-term jobs coming out of this project. Secondary jobs through tourism will most likely be more significant in the future.

John Murray asked about the timetable of this project. The estimated completion date is March, 2008.

John Murray also inquired if there is any anticipated problems from the existing owners, and could they possibly tie the project up in court. Jim Besha replied that the owners are not pleased about the situation, however they will be compensated for their investment. FERC has a very specific set of regulations that dictate what the existing owners must be paid.

The existing owners have held this project up in court for the last year. This proposal by GIPA was presented a year ago and previously 4-5 years ago and the existing owners at that time refused to discuss. FERC could force a mediation and this could be settled quickly or they could refuse to renew their annual license. They could also move to approve the renewal of the license to the existing operators who are proposing some minor modifications to the plant.

Lucille asked if this area falls within the newly created Empire Zone? Yes, the existing plant is in the Empire Zone.

Fred Acunto mentioned that he and Rocky have had some discussions with Supervisor Lawler from the Town of Waterford and he is very supportive of this project. Jim Besha added that Supervisor Lawler has sent in a letter of support to The Green Island Power Authority.

5. 2010 CENSUS DEMONSTRATION PROGRAM

Rocky reported that CDRPC was one of seven entities to participate in the demonstration program under the direction of the NYS Department of Economic Development to assess the availability, quality and coverage of existing local housing and address data sets.

The primary objective of this study was to identify data gaps that may exist and community capacity needs in order to effectively respond to the Census Bureau's 2010 Census address review program. The study findings will be used by the Department of Development to prepare a statewide address based data and training program to assist and enhance local government's participation in the 2010 Census address review program to assure as accurate a count as possible for New York State. A copy of the 2010 Census Demonstration Project was distributed before the meeting.

In 2007, chief elected officials will be receiving a letter from the Census Bureau requesting that they review the address file for verification to ensure that addresses are correct. This is part of the Local Government Review Program. It is anticipated that the State, along with CDRPC, will offer a training program to local government officials in the review of the address files.

6. FOREIGN TRADE ZONE UPDATE

The application that was submitted for minor modification to the Northeastern Industrial Park had been approved. The agreement between CDRPC and Protective Industrial Products (PIP), which establishes the conditions under which PIP may use the Foreign-Trade Zone, has been approved by both parties.

7. 604(b) WATER QUALITY CONTRACT

The 604(b) program has been the major funding source to support CDRPC's ongoing water quality planning activities for the last twelve years. The proposed tasks place priority on implementing New York State's MS4 Phase II Stormwater Permit program and providing support to regulated entities in the implementation of the program's requirements.

The proposed contract for the 604(b) Water Quality Management Planning grant is funded by the U.S. Environmental Protection Agency (EPA) and is administered by DEC. This is a new two year contract with a possible two year

extension to continue our Water Quality work program. Our existing contract expires March 31, 2007. CDRPC will receive \$50,000 per year for the duration of the contract. CDRPC will provide an in-kind match of an additional \$16,666.

Rocky is requesting Commission action to allow CDRPC to enter into the contract upon approval of the workplan by DEC.

Action Taken

Lucille McKnight made a motion to enter into the contract, and Jayne Regan Harris seconded. The motion was approved unanimously.

8. LTCP – CSO UPDATE

Rocky reported that the Public Participation Plan has been prepared and approved by the Technical Committee for submittal to DEC. The plan calls for the creation of a Citizen Advisory Committee, which will provide advice to the technical committee who will then provide that information to their local jurisdictions. CDRPC is to provide DEC names of individuals and organizations that will serve on the Citizen Advisory Committee. Representative organizations will be determined as the development of the Scope of Work continues.

David Vincent inquired how the selection of individuals to the Citizen Advisory Committee are made. The Technical Advisory Committee will identify who should serve on that committee and invitations will be sent out to those organizations and individuals.

Lucille McKnight inquired if the Technical Committee was already in place and if it is possible to get a list of everyone on that Committee. Rocky responded that the Technical Committee has been in place for about three years and he will provide the list of everyone on that Committee.

9. TRAIL USER & RESIDENTIAL LAND OWNER SURVEY CONTRACT WITH CDTC

The Capital District Transportation Committee would like to enter into an agreement with CDRPC to assist them in conducting a Regional trail user survey and adjoining property owner survey for three trail systems in the Region: The Mohawk Hudson Bike Hike Trail, the Zim Smith Trail, and the Uncle Sam Trail. For each trail system there will be a survey of the adjacent residential property owners whose properties touch on the trail system, a survey of trail users, and a trail user count. There will be twelve stations along these three trails during four different days. The user count survey will involve both paid and volunteers and will be coordinated by CDTC.

CDTC will administer the contract and will serve as a project manager. They will also be responsible for distributing the survey and inputting the results into spreadsheets. CDRPC will be responsible for the analysis of the completed surveys for each of the trail systems. A report of findings will be prepared by CDRPC.

Rocky will be in contact with graduate students from the University at Albany and they will be the primary group that will be paid to work on this project. There will also be a group of volunteers to assist.

The survey will be done during the months of June and July and the analysis will be done in August.

Rocky is requesting Board action to allow CDRPC to enter into an agreement with CDTC.

Spencer Hellwig inquired if CDTC will be paying the volunteers or the students. The volunteers will not be compensated, but the students at the University will be paid \$10-11 per hour. CDRPC will have a subcontract with CDTC to do the work and a portion of that money will be used to pay the students. CDRPC will pay the University and they will distribute the money to the students.

Judy Breselor mentioned that she has individuals from the City of Troy who would likely volunteer for the trail survey and user count.

David Vincent asked what the purpose of the final report was. Rocky responded to establish a baseline of information of usage, concerns and priorities for future trail improvements. The information will be used by the CDTC Bike and Pedestrian Trail Committee a part of their ongoing effort to improve the regional trail system.

Since it is a separate contract and the scope is not completed, Fred Acunto recommended distributing the draft agreement for Board review upon its completion prior to him signing it on behalf of CDRPC.

Action Taken

An amended motion was made to distribute the agreement to the full board for review and approval before signing. Mike Stammel made a motion to approve and John Murray seconded. The motion was approved unanimously. (Note: Subsequent to the Board meeting, CDTC decided to amend the existing UPWP rather than enter into a separate contract with CDRPC. This info was communicated by Rocky to Fred Acunto and Mike Stammel the representative from CDRPC serving on the CDTC Policy Board.)

10. FALL STAFF/BOARD RETREAT

The last CDRPC retreat was held in October 2005 and was facilitated by John Allen, a consultant with Performance Matters.

There was some discussion to determine if the Board has interest in having a similar retreat this fall. It was suggested to have the retreat directly following a Commission meeting.

It was also recommended to have the A&F Committee choose a date and time and survey the rest of the Commissioners for their input. Rocky was authorized to work with Jon Allen to arrange specifics.

11. PRESENTATION BY TODD FABOZZI REGARDING CDRPC'S GIS WORK RELATED ACTIVITIES.

Todd Fabozzi gave a presentation on the Commission's Geographic Information System (GIS). The presentation described what GIS is and how it is used by CDRPC, including: the kinds of GIS data used and how it is acquired and shared, a sample of GIS data requests, a sample of specific GIS applications, and a sample of planning, water quality, and transit projects in which CDRPC's GIS has been utilized.

12. STAFF ACTIVITY REPORT

The Staff Activity Report was distributed before the meeting. There was no discussion.

13. OTHER BUSINESS

Fred made an announcement and congratulated Barbara Mauro on her recent re-election to the President of the Niskayuna School Board.

14. ADJOURNMENT

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

Respectfully submitted,

John Graziano
Secretary

MEMORANDUM (#06-22)

To: Commissioners
From: Rocky Ferraro, Executive Director
Date: August 9, 2006
Re: Monthly Financial Statement

Enclosed for your review and approval are the current financial statements through July 2006.

Both revenues and expenses continue to track as projected. With more than half the year completed (58%), revenues are at 64.5% of the approved budget while expenses are at 53.0%. Second half billings were sent to Albany and Rensselaer Counties and third quarter billings sent to Saratoga & Schenectady Counties. Quarterly billings to the contracting entities were also prepared as noted.

We recently received the 2007 estimated bill for the Employees' retirement system. If we prepay by December 15, 2006, the estimated amount is \$30,961. We had budgeted \$37,000.

As noted on the Statement of Financial Condition, we have approximately \$144,160 cash in the bank, including the Certificates of Deposit, and outstanding receivables totaling just under \$77,000. The larger than usual receivables reflects our quarterly billings to the funding agencies.

Board action is requested to approve the financial statements

CDRPC 2006 Income Statement

Account	Budget	May 06	Jun 06	Jul 06	Year-to-Date	Balance	YTD %
2006 REVENUE							
R2390.1 Albany County	\$ 84,663.00	\$ -	\$ -	\$ 42,331.50	\$ 84,663.00	\$ -	100.0%
R2390.2 Rensselaer County	43,842.00	-	-	21,921.00	43,842.00	-	100.0%
R2390.3 Saratoga County	57,666.00	-	-	14,416.50	43,249.50	14,416.50	75.0%
R2390.4 Schenectady County	42,123.00	-	-	10,530.75	31,592.25	10,530.75	75.0%
R2401.0 Interest & Earnings	1,200.00	142.72	116.13	101.44	1,096.17	103.83	91.3%
R2770.1 Miscellaneous	500.00	-	-	-	-	500.00	0.0%
R2770.3 Contractual Services	50,000.00	-	-	-	17,668.31	32,331.69	35.3%
R2770.4 FTZ#121	11,500.00	-	-	-	-	11,500.00	0.0%
R2770.5 Conferences	5,000.00	-	-	-	52.00	4,948.00	1.0%
R2770.6 CDYCI	35,000.00	-	8,750.00	-	17,500.00	17,500.00	50.0%
R3900.3 Empire State Dev.	7,000.00	-	-	-	8,996.70	(1,996.70)	128.5%
R3900.4 Other NYS Aid (NYSERDA)	-	-	2,006.37	-	2,006.37	(2,006.37)	
R3900.6 EFC CSO Grant	20,000.00	-	-	-	-	20,000.00	0.0%
R4000.1 Fed. Reg. Aviation	5,000.00	-	-	-	-	5,000.00	0.0%
R4000.2 EDA	52,000.00	-	6,555.50	-	26,000.00	26,000.00	50.0%
R4000.3 Water Quality	47,000.00	-	11,353.69	-	27,620.85	19,379.15	58.8%
R4000.4 UPWP	85,000.00	-	23,228.38	-	39,679.00	45,321.00	46.7%
R4000.5 Other Federal Aid (HUD)	10,000.00	-	2,478.93	-	5,612.45	4,387.55	56.1%
R4000.6 EPA CSO Grant	15,000.00	-	9,868.11	-	19,609.87	(4,609.87)	130.7%
Gross Revenue	\$ 572,494.00	\$ 142.72	\$ 64,357.11	\$ 89,301.19	\$ 369,188.47	\$ 203,305.53	64.5%
2006 EXPENSE							
E.1010 Salaries	\$ 303,500.00	\$ 25,270.34	\$ 25,270.34	\$ 25,270.34	\$ 176,892.38	\$ 126,607.62	58.3%
E.1030 Temporary Services	15,000.00	335.50	1,650.00	1,611.50	7,001.50	7,998.50	46.7%
E.2010 Office Equipment	4,000.00	169.00	169.00	169.00	1,183.00	2,817.00	29.6%
E.2020 Furniture & Furnishings	2,000.00	-	-	-	-	2,000.00	0.0%
E.4020 Workshops & Conferences	5,000.00	-	-	-	-	5,000.00	0.0%
E.4030 Consultant Services	7,500.00	-	3,277.50	1,317.50	5,577.70	1,922.30	74.4%
E.4040 Agency Memberships	3,500.00	-	-	-	2,035.00	1,465.00	58.1%
E.4051 Computer Supplies/Software	4,000.00	-	114.84	-	3,554.77	445.23	88.9%
E.4055 Data Purchases	500.00	-	-	-	-	500.00	0.0%
E.4060 Equipment Maintenance	1,500.00	216.00	-	-	648.00	852.00	43.2%
E.4070 Office Supplies	3,000.00	315.25	109.97	111.73	1,371.77	1,628.23	45.7%
E.4080 Books & Journals	800.00	132.00	-	-	206.00	594.00	25.8%
E.4090 Printing & Publishing	7,000.00	757.31	-	506.31	2,000.68	4,999.32	28.6%
E.4110 Rent	62,000.00	4,871.50	4,888.76	4,871.50	38,845.71	23,154.29	62.7%
E.4120 Telephone	3,000.00	248.12	241.60	238.68	1,650.23	1,349.77	55.0%
E.4121 Internet	3,000.00	224.80	224.80	224.80	1,544.74	1,455.26	51.5%
E.4130 Travel	11,000.00	45.75	422.05	30.00	1,034.82	9,965.18	9.4%
E.4140 Equipment Repairs	500.00	-	-	-	-	500.00	0.0%
E.4150 Postage	2,800.00	-	590.00	107.00	1,174.40	1,625.60	41.9%
E.4160 Miscellaneous	394.00	28.69	33.41	35.00	251.00	143.00	63.7%
E.4170 Payroll Services	1,300.00	97.10	91.60	91.60	607.60	692.40	46.7%
E.4190 Contingent Fund	3,000.00	-	-	-	-	3,000.00	0.0%
E.4200 Insurance-General	1,500.00	-	-	-	1,194.53	305.47	79.6%
E.8010 NYS Retirement	37,000.00	-	-	-	-	37,000.00	0.0%
E.8030 FICA	24,200.00	1,958.84	2,059.40	2,056.46	14,067.87	10,132.13	58.1%
E.8040 Ins.-Worker's Comp. & Dis.	2,500.00	-	-	-	1,937.95	562.05	77.5%
E.8050 Ins.-Health	60,000.00	4,918.53	4,918.53	4,921.71	38,765.55	21,234.45	64.6%
E.8060 Ins.-Unemployment	1,400.00	7.71	37.96	37.05	1,078.54	321.46	77.0%
E.8070 Prof. Memberships	800.00	-	170.00	-	570.00	230.00	71.3%
E.8080 Continuing Education	800.00	-	-	-	-	800.00	0.0%
Gross Expenses	\$ 572,494.00	\$ 39,596.44	\$ 44,269.76	\$ 41,600.18	\$ 303,193.74	\$ 269,300.26	53.0%
Net Operating Income	\$ -	\$ (39,453.72)	\$ 20,087.35	\$ 47,701.01	\$ 65,994.73		
A909 Fund Balance-Unreserved	-	-	-	-	-		
Net Income	\$ -	\$ (39,453.72)	\$ 20,087.35	\$ 47,701.01	\$ 65,994.73		

Capital District Regional Planning Commission

GENERAL FUND

Statement of Financial Condition

July 31, 2006

Assets

Cash — Checking	\$	15,505.18
Cash — Money Market		68,655.46
Cash — PayPal Account		85.11
Cash — Certificates of Deposit		60,000.00
Petty Cash		200.00
Due from Private Persons/Organizations		-
Due from State & Federal Governments		62,555.82
Due from Other Governments		14,416.50
Prepaid Expenses		96.99
Carryover Revenue		-
	<i>Sub-Total: Assets</i>	<u>\$ 221,515.06</u>
Expenses — Year-to-Date		<u>303,193.74</u>

Total \$ 524,708.80

Liabilities & Fund Balance

Due to Other Governments	\$	-
Due to Private Persons/Organizations		-
Deferred Project Revenue		-
Fund Balance — Restricted		-
Fund Balance — Unrestricted		155,520.33
	<i>Sub-Total: Liabilities & Fund Balance</i>	<u>\$ 155,520.33</u>
Revenue — Year-to-Date		<u>369,188.47</u>

Total \$ 524,708.80

MEMORANDUM (#06-23)

To: Commissioners
From: Rocky Ferraro, Executive Director
Date: August 9, 2006
Re: FY-2005 Audit Report

Enclosed for your review and approval is the FY-2005 Audit Report prepared by the accounting firm Dorfman-Robbie Certified Public Accountants, P.C. Included in the Audit Report is a management discussion in compliance with the GASB 34 reporting requirements.

The auditor, Richard Bigham, will make a brief presentation about the Commission's financial status at the Commission meeting.

Board action is requested to approve the 2005 Audit Report

May 26, 2006

Board of Commissioners
Capital District Regional Planning Commission
Albany, New York

We have audited the financial statements of Capital District Regional Planning Commission (CDRPC) for the year ended December 31, 2005, and have issued our report thereon dated May 26, 2006. Professional standards require that we provide you with the following information related to our audit.

Our Responsibility Under Generally Accepted Auditing Standards and Government Auditing Standards

As stated in our engagement letter dated May 24, 2006, our responsibility, as described by professional standards, is to plan and perform our audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement and are fairly presented in accordance with U.S. generally accepted accounting principles. Because an audit is designed to provide reasonable, but not absolute assurance, and because we did not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us.

As part of our audit, we considered the internal control structure of CDRPC. Such considerations were solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we performed tests of CDRPC's compliance with certain provisions of laws, regulations, contracts, and grants. However, the objective of our tests was not to provide an opinion on compliance with such provisions.

Significant Accounting Policies

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by CDRPC are described in Note 2 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year. We noted no transactions entered into by CDRPC during the year that were both significant and unusual, and of which, under professional standards, we are required to inform you, or transactions for which there is a lack of authoritative guidance or consensus.

Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the financial statements was compensated absences. Management's estimate of compensated absences is based upon unused hours of vacation and the estimated rate of pay. We evaluated the key factors and assumptions used to develop compensated absences in determining that it is reasonable in relation to the financial statements taken as a whole.

Audit Adjustments

For purposes of this letter, professional standards define a significant audit adjustment as a proposed correction of the financial statements that, in our judgment, may not have been detected except through our auditing procedures. An audit adjustment may or may not indicate matters that could have a significant effect on CDRPC's financial reporting process (that is, cause future financial statements to be materially misstated). In our judgment, none of the adjustments we proposed, whether recorded or unrecorded by CDRPC, either individually or in the aggregate, indicate matters that could have a significant effect on CDRPC's financial reporting process.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to determining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Issues Discussed Prior to Retention of Independent Auditors

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as CDRPC's auditors. However, discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

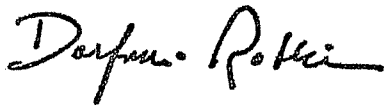
Board of Commissioners
Capital District Regional Planning Commission
May 26, 2006
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Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing our audit.

This information is intended solely for the use of the board of commissioners and management of CDRPC and is not intended to be and should not be used by anyone other than these specified parties.

Sincerely,

A handwritten signature in black ink, appearing to read "Dorfan Robbie". The signature is written in a cursive style with a large initial "D" and "R".

DORFMAN-ROBBIE, P.C.

:ksa

MEMORANDUM (#06-24)

To: Commissioners

From: Rocky Ferraro, Executive Director

Date: August 9, 2006

Re: Proposed 2007 Preliminary Budget

Enclosed for your review and approval is the proposed 2007 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 2007 budgets and need to receive our budget request for inclusion in their budget proposals.

Preliminary budget highlights include the following:

- The amount requested from each county will remain unchanged from 2006.
- The Contractual line item reflects actual contracts currently in place and expected to continue into 2007. These include providing GIS support services to CDTA, completion of the Onesquethaw-Coeymans Watershed study, and the preparation of school enrollment projections for the Shenendehowa School District.
- CDRPC, subject to the final approval by the CDYCI Board, will take over responsibility from Berkshire Farms for direct billing to the counties for the children sent to the Secure Juvenile Detention Center facility. Berkshire Farms administrative fee to CDYCI will be adjusted to reflect this change in responsibility.
- Though there may be additional contractual work in 2007, our current contract with Empire State Development to participate in the 2010 Demonstration project has been completed.

- Through the New York State Association of Regional Councils, CDRPC has entered into a contract with NYSERDA to provide wind support services to communities in the Capital Region through May 2007 with a likely extension for another year into 2008.
- CDRPC will continue to facilitate and coordinate the work associated with the Combined Sewer Overflow project through 2007. Funding support is being provided through an EPF grant from the NYS Department of Environmental Conservation. CDRPC is maintaining a separate set of financial records for this particular project, including the establishment of separate banking accounts. Similar to CDYCI, CDRPC is being reimbursed for the services provided. As shown on the budget, we anticipate receiving \$60,000 during 2007.
- Similar to the previous two years, we do not anticipate getting any financial support from the FAA during 2007.
- The Other Federal Aid is associated with our activities to provide technical staff support to CARES for the four county Homeless Management Information System. With the monitoring system in place, it is anticipated that our responsibilities will be reduced during 2007.
- The overall salary line item was increased by 4.0%. The final budget proposal in December will include more detailed information regarding staff salaries.
- The travel line item is being reduced to reflect completion of the Fiscal Impact Study funded by CEG. Two out of the region trips were funded by the project sponsors in 2006 as part of the Case Study analysis.
- The health insurance line item assumes a comparable increase to last year of 12% in health premium costs.
- There were minor increases in several of the remaining expense line items as noted.

CDRPC 2007 Proposed Budget

Account	2006	2007 Proposed Budget	
	Actual Budget	Amount	Change
REVENUE			
R2390.1 Albany County	\$ 84,663.00	\$ 84,663.00	\$ -
R2390.2 Rensselaer County	43,842.00	43,842.00	-
R2390.3 Saratoga County	57,666.00	57,666.00	-
R2390.4 Schenectady County	42,123.00	42,123.00	-
R2401.0 Interest & Earnings	1,200.00	1,200.00	-
R2770.1 Miscellaneous	500.00	500.00	-
R2770.3 Contractual Services	50,000.00	20,000.00	(30,000.00)
R2770.4 FTZ#121	11,500.00	12,000.00	500.00
R2770.5 Conferences	5,000.00	5,000.00	-
R2770.6 CDYCI	35,000.00	65,000.00	30,000.00
R3900.3 Empire State Dev.	7,000.00	-	(7,000.00)
R3900.4 Other NYS Aid (NYSERDA)	-	20,000.00	
R3900.6 EPF CSO Grant	20,000.00	60,000.00	40,000.00
R4000.1 Fed. Reg. Aviation	5,000.00	-	(5,000.00)
R4000.2 EDA	52,000.00	52,000.00	-
R4000.3 Water Quality	47,000.00	46,000.00	(1,000.00)
R4000.4 UPWP	85,000.00	85,000.00	-
R4000.5 Other Federal Aid (HUD)	10,000.00	5,000.00	(5,000.00)
R4000.6 EPA CSO Grant	15,000.00	-	(15,000.00)
Gross Revenue	\$ 572,494.00	\$ 599,994.00	\$ 27,500.00
EXPENSE			
E.1010 Salaries	\$ 303,500.00	\$ 315,600.00	\$ 12,100.00
E.1030 Temporary Services	15,000.00	16,000.00	1,000.00
E.2010 Office Equipment	4,000.00	4,000.00	-
E.2020 Furniture & Furnishings	2,000.00	2,000.00	-
E.4020 Workshops & Conferences	5,000.00	5,000.00	-
E.4030 Consultant Services	7,500.00	8,000.00	500.00
E.4040 Agency Memberships	3,500.00	4,500.00	1,000.00
E.4051 Computer Supplies/Software	4,000.00	4,500.00	500.00
E.4055 Data Purchases	500.00	500.00	-
E.4060 Equipment Maintenance	1,500.00	1,500.00	-
E.4070 Office Supplies	3,000.00	3,000.00	-
E.4080 Books & Journals	800.00	800.00	-
E.4090 Printing & Publishing	7,000.00	8,000.00	1,000.00
E.4110 Rent	62,000.00	65,000.00	3,000.00
E.4120 Telephone	3,000.00	3,200.00	200.00
E.4121 Internet	3,000.00	3,200.00	200.00
E.4130 Travel	11,000.00	9,000.00	(2,000.00)
E.4140 Equipment Repairs	500.00	500.00	-
E.4150 Postage	2,800.00	3,000.00	200.00
E.4160 Miscellaneous	394.00	994.00	600.00
E.4170 Payroll Services	1,300.00	1,500.00	200.00
E.4190 Contingent Fund	3,000.00	3,000.00	-
E.4200 Insurance-General	1,500.00	1,500.00	-
E.8010 NYS Retirement	37,000.00	38,000.00	1,000.00
E.8030 FICA	24,200.00	25,200.00	1,000.00
E.8040 Ins.-Worker's Comp. & Dis.	2,500.00	2,500.00	-
E.8050 Ins.-Health	60,000.00	67,000.00	7,000.00
E.8060 Ins.-Unemployment	1,400.00	1,400.00	-
E.8070 Prof. Memberships	800.00	800.00	-
E.8080 Continuing Education	800.00	800.00	-
Gross Expenses	\$ 572,494.00	\$ 599,994.00	\$ 27,500.00
Net Operating Income	\$ -	\$ -	\$ -
A825 Fund Balance-Reserved			-
A909 Fund Balance-Unreserved			-
Net Income	\$ -	\$ -	\$ -

MEMORANDUM (#06-25)

To: Commissioners

From: Rocky Ferraro, Executive Director

Date: August 9, 2006

Re: Section 604 (b) Water Quality Contract Renewal

CDRPC has undertaken a number of regional comprehensive water quality management initiatives since its inception in 1967. Recently, CDRPC has received direct funding support from NYS DEC through the 604(b) Water Quality program of the Federal Clean Water Act. Under the current grant, priority has been placed on providing planning support to the counties and municipalities in the implementation of New York State's MS4 Phase II Stormwater Permit Program.

The current grant expires on March 31, 2007 and CDRPC recently submitted a proposal for continued funding support for activities funded under the Section 604 (b) program. NYS DEC approved the proposal and CDRPC will receive up to \$200,000 for baseline activities from April 1, 2007 through March 31, 2011. A 25% non Federal match is required for the baseline which will be derived from existing county contributions to CDRPC. Although the contract is for four years, annual funding beyond year one is contingent upon future funding availability.

The scope of work continues to place priority on providing planning support for implementation of the MS4 Phase II Stormwater Management Program. CDRPC met with the County Planning Departments and incorporated activities in their Notice of Intents identifying CDRPC as a regional partner in the implementation of the Best Management Practices for each of the program areas.

Board action is requested to allow the Commission Chair to sign the State Contract as noted on the attached resolution.

WATER QUALITY MANAGEMENT PLANNING PROJECT

RESOLUTION

Resolution authorizing the making of an application and the signing of a State contract for a Water quality management planning project under the appropriate laws of the State of New York and the United States of America.

WHEREAS,

Capital District Regional Planning Commission

herein called the Project Sponsor, has determined that it has the legal status necessary to enter into a State Contract and that certain work, as described in the State Contract, herein called the Project, is desirable and in the public interest; and

WHEREAS, under Article 17, Title 14, Section 17-1409 of the Environmental Conservation Law (ECL), the State is authorized to make financial assistance available to Project Sponsors, by means of a written agreement, for water quality management planning projects; and

WHEREAS, the Project Sponsor has examined and duly considered Article 17, Title 14, Section 17-1409 of the ECL and deems it to be in the public interest and benefit under this law to enter into a contract therewith;

NOW, THEREFORE, BE IT RESOLVED BY

Capital District Regional Planning Commission

1. That the Chair of the Board of Commissioners is authorized as the official representative to act in connection with any contract between the Project Sponsor and the State and directed to provide such additional information as may be required;
2. That the Project Sponsor agrees that it will fund its portion of the cost of the Project;
3. That one (1) certified copy of this Resolution be prepared and sent to the New York State Department of Environmental Conservation, Albany, New York together with the State Contract;
4. That this Resolution take effect immediately.

**CAPITAL DISTRICT REGIONAL PLANNING COMMISSION
604(b) WATER QUALITY MANAGEMENT PLANNING
SCOPE OF WORK**

1. Project Name: Water Quality Management Planning Program

2. Project Applicant: Capital District Regional Planning Commission

3: Region Covered by Proposal: Albany, Rensselaer, Saratoga, & Schenectady
Counties

4. Contact Person: Rocco Ferraro, Executive Director
Capital District Regional Planning Commission
One Park Place, Suite 102
(518) 453-0850 (Voice)
(518) 453-0856 (fax)
Rocky@cdrpc.org

5. Proposed Start/End Dates: **YEAR 1:** 04/01/07 – 03/31/08
 YEAR 2: 04/01/08 – 03/31/09
 YEAR 3: 04/01/09 – 03/31/10
 YEAR 4: 04/01/10 – 03/31/11

6. Funding Request Summary:

	<u>YEAR 1</u>	<u>YEAR 2*</u>	<u>YEAR 3*</u>	<u>YEAR 4*</u>
DEC Grant Request	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00
Local Match	<u>\$16,685.56</u>	<u>\$16,685.56</u>	<u>\$16,685.56</u>	<u>\$16,685.56</u>
TOTAL	\$66,685.56	\$66,685.56	\$66,685.56	\$66,685.56

* The Year One planning activities will be continued for years 2 through 4 based on availability of funding and a new work plan and budget will be approved annually.

7. Federal I.D.#: 14-1499942; WQM-9

MEMORANDUM (#06-26)

To: Commissioners

From: Rocky Ferraro, Executive Director

Date: August 9, 2006

Re: CEG Memo of Understanding

The Center for Economic Growth is requesting that CDRPC, along with other organizations, agree and enter into a Memorandum of Understanding (MOU), to serve as a regional partner in the effort to advance economic development and competitiveness in Tech Valley and to designate the Center for Economic Growth (CEG) as “regional partnership coordinator” to administer the regional partnership programs established by the New York State Foundation for Science, Technology and Innovation.

The proposed Partnership activities are compatible with our Strategic Plan and our role as a regional planning and resource center serving the Capital Region. As you are aware, CDRPC, along with CEG, the Albany-Colonie Chamber of Commerce and the Capital District Transportation Committee (CDTC) have established a Regional Development Coordinating Council designed to enhance communication, cooperation, and coordination among the four organizations. In addition the CEG is providing financial support to CDRPC to prepare a fiscal impact analysis of alternative growth patterns in the Capital Region as part of our work with CDTC under the New Visions Planning effort.

The proposed MOU enhances this relationship and our partnership with CEG and others to advance the economic development of the region by building on each others strengths.

Board action is requested to allow the Executive Director to agree to accept the attached MOU with CEG on behalf of the Commission.



CENTER FOR ECONOMIC GROWTH
anything's possible™

63 State Street
Albany, New York 12207
ph 518.465.8975 fx 518.465.6681

May 17, 2006

Mr. Rocco A. Ferraro, AICP
Executive Director
Capital District Regional Planning Commission
One Park Place - Suite 102
Albany, NY 12205

**Re: Memo of Understanding (MOU)
NYS Foundation for Science, Technology and Innovation Regional Partnership**

Dear Rocky:

This memorandum of understanding sets forth certain understandings between the Center for Economic Growth, Inc. ("CEG") and potential partner organizations with respect to the development of a regional partnership to advance economic development in Tech Valley pursuant to the regional partnership program to be established by the NYS Foundation for Science, Technology and Innovation:

1. **CEG Activities. The CEG:**
 - is a regional, membership-based not-for-profit economic development organization
 - develops and directs global industry attraction efforts for Tech Valley through existing partnerships with business, government, academia, economic development and scientific communities;
 - has successfully partnered for more than 10 years with other regional business groups, planning organizations and local government representatives to prepare the region for technology-based economic growth;
 - has developed programs and expertise in manufacturing and technology business acceleration as a NYSTAR-designated Technology Development Organization that are deployed to assist companies and technologists in Tech Valley; and
 - has an extensive network that extends into regional and national academic, business, government and scientific communities.

2. **Partner Activities. Regional Partners may:**
 - have significant research activities in technology areas;
 - have significant educational programs designed to support technology commercialization and business development;
 - engage in local economic development efforts to attract new investment;
 - engage in venture capital and commercial lending activities;
 - actively address workforce development, sustainability and preparation efforts;

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2. **Partner Activities. Regional Partners may (Continued):**

- represent private industry concerns whose growth benefits the regional economy;
- have extensive academic, industry, and government networks that can support research and commercial development of target technologies; and
- have an interest in supporting collaborations between researchers, students, and commercial partners and fostering opportunities for technology commercialization.

3. **Scope of Participation by Regional partners.** The CEG seeks to access the guidance, expertise, and technical resources of regional partners as appropriate to help secure regional partnership certification from the NYS Foundation for Science, Technology and Innovation, secure the partnership's designation as the regional coordinator for the program, and develop and implement a "regional economic development strategy" for the growth of Tech Valley by:

- serving as a designated member of the regional partnership providing specific contributions to the partnership efforts;
- identifying and accessing expertise, personnel, and resources of the partner organizations;
- identifying and introducing relevant potential government, industry, and academic partners for global attraction efforts;
- identifying potential funding, service, and technology partners for technology attraction and technology acceleration initiatives;
- identifying start-up client companies, research organizations, technologists, government agencies, and other entities that would potentially participate in the partnership program or seek services from partner organizations;
- providing technology and business evaluation assistance;
- providing technology and business development services; and
- participating on projects and in funding opportunities identified by the CEG.

4. **Scope of Participation by CEG.** Regional partners may seek the guidance, expertise, and/or services of the CEG as appropriate opportunities arise in conjunction with its business activities related to the regional partnership by:

- identifying companies for potential research collaborations with students and faculty at regional academic institutions;
- promoting business growth through technology commercialization and production;
- providing business acceleration services, space and infrastructure for high potential emerging and start-up companies;
- identifying and accessing expertise, personnel and resources, including mentoring;
- identifying an implementing process improvement and technology development programs
- identifying potential funding, service, and technology partners;
- providing technology and business evaluation assistance;
- providing technology and business development services; and
- participating in projects and in funding opportunities identified by partner organizations.

5. **Confidentiality.** The parties will keep this MOU and its contents confidential. Neither party will publicize or issue any press release regarding this MOU without the prior written consent of the other party. Neither party shall use any Confidential Information (defined below) of the other party for any purpose other than for internally evaluating further dealings between the parties. The receiving party shall keep confidential and not disclose to any person or entity any Confidential Information of the disclosing party. The receiving party shall limit the disclosure and dissemination of the Confidential

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5. **Confidentiality (Continued).**

Information of the disclosing party to the receiving party's employees and directors (to the extent applicable) who have a need to know for the purposes of this MOU and who have agreed to maintain that Confidential Information in confidence. Confidential Information will not include information that is or becomes available to the general public through no breach of this paragraph, information that was previously known by the receiving party without any obligation to hold it in confidence, information that the receiving party receives from a third party who is free to disclose that information, information that the receiving party develops independently without using the Confidential Information of the disclosing party, and information that the disclosing party approves for release in writing. If the receiving party is required by law, government regulation, subpoena or court order to disclose any of the Confidential Information of the disclosing party, the receiving party will give prior written notice of the proposed disclosure to the disclosing party. The disclosing party will be entitled to take those actions it deems necessary or appropriate, including seeking to prevent the disclosure of its Confidential Information. The receiving party will not be in breach of this paragraph by disclosing Confidential Information in compliance with this paragraph and any applicable law, subpoena or court order. "Confidential Information" means (i) all documents and other records a party marks "confidential" in connection with its disclosure to the other party and (ii) all verbal information a party designates to the other party as being confidential at the time of or promptly after the verbal disclosure. This Section 4 shall survive the termination of this MOU for any reason.

6. **Term and Termination.** Once executed by the parties, the term of this MOU shall continue until it is terminated by any party for any reason, upon notice to the other parties.

7. **Governing Law.** This MOU shall be governed exclusively by the laws of the State of New York, excluding its conflict of laws principles. Any claim or action arising or relating to this MOU shall be commenced and heard exclusively in the state and/or federal courts for the County of Albany, New York and the parties consent and submit to the jurisdiction and venue of those courts.

8. **Limitations, Exclusive Remedies.** Except in the case of willful misconduct, gross negligence or with regard to the violation of the "Confidentiality" provisions set forth above, none of the parties shall be liable to any other or any other person or company for any special, indirect, incidental or consequential damages of any kind or nature relating to this MOU or a breach of this MOU, regardless of the theory of recovery, including lost revenues, profits and opportunities, even if the party has been advised of the possibility of those damages. This MOU contains the exclusive remedies of the parties for all claims relating to this MOU or a breach thereof, regardless of the theory of recovery.

9. **Nonbinding.** Except as to Section 5, nothing in this MOU constitutes a legally binding agreement of either party. The terms, conditions, remuneration, compensation, scope of work, responsibilities, etc., if any, of each party in any such project participation, collaboration, will be negotiated at the time of the opportunity and will be based on the availability, resources, expertise, responsibilities, etc., if any, that each party may contribute. Although it is intended that the parties will act in good faith in any such negotiations, the parties are under no obligation to do so.

10. **Counterparts and Facsimile.** This MOU may be executed in one or more counterparts and transmitted via facsimile, each of which shall be an original, but all such counterparts shall together constitute but one and the same instrument.

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If acceptable, please sign in the space provided below. I welcome the opportunity to more fully develop future operations with your involvement and look forward to working with you in the future.

Very truly yours,

Kelly A. Lovell
President and CEO
Center for Economic Growth

AGREED AND ACCEPTED:

By: _____
Name: Rocco A. Ferraro, AICP
Title: Executive Director
Company: Capital District Regional Planning Commission

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MEMORANDUM (#06-27)

To: Commissioners

From: Rocky Ferraro, Executive Director

Date: August 9, 2006

Re: Foreign Trade Zone Program –Zone Administrator Report

Capital District Trade Strategies, Inc. has submitted the attached ***Report & Action Items for FTZ #121***, which includes their report on recent marketing activities and a proposed revision of the 2001 tariff schedule for the Zone. Bill Hooton and George Klapischak from Capital District Trade Strategies will make a presentation and respond to Commission questions at the Board meeting.

Board action is requested to approve the Proposed Revised Tariff for FTZ #121, as outlined in the attached Memo from Bill Hooton of Capital District Trade Strategies.

Capital District Trade Strategies

100 State St.
Albany, NY

T 845-778-4512
F 201-651-8501
Tradestrat@hvc.rr.com

August 9, 2006

TO: CDRPC Commissioners
FROM: Bill Hooton - Capital District Trade Strategies
RE: Report & Action Items for FTZ #121
DATE: August 9, 2006

Dear CDRPC Board Members:

The following details recent actions and activities relative to the administration, marketing and development of FTZ #121, the Capital Region Foreign Trade Zone. Also included is a Proposed Revised Zone Tariff for which the Zone Administrator is requesting Board approval.

With regard to administrative issues, we have met with and reviewed the activities of FTZ 121's two active FTZ Users: Organichem which operates a Subzone in the City of Rensselaer and Distribution Unlimited which operates general-purpose FTZ sites at their warehouse facilities in Guilderland and Rotterdam. We are pleased to report that, to date, both are operating in conformance with their contracts with the Grantee and the requirements of Commerce and Customs.

As a consequence of our meetings with Organichem, they are upgrading their inventory control system to, among other things, better and more efficiently manage their Foreign-Trade Zone inventory and paperwork requirements, and we are reviewing the chemical formulations they now undertake and wish to undertake in Zone status to ensure that they are all within the granted scope of authority of their Subzone site. As a consequence of that review, we will shortly be seeking an expansion of their scope of authority to include new chemicals and new formulations that were not contemplated in the original application. Perhaps most importantly and more concerned with marketing than administrating the Zone, we are working to identify new business opportunities for Organichem (and its parent, Albany Molecular), that are available to them because they are an approved and active FTZ Pharma Processing Facility. Such status means that they can do work for third parties (contract manufacturing) and perhaps increase their employment, plant utilization and profits by undertaking such activities.

Distribution Unlimited (the Galesi Group) continues to have an interest in expanding the use of their FTZ status facilities and have engaged us directly to interview their existing tenants, identify any FTZ opportunities and deliver Zone status and services as appropriate. It was DUI that introduced us to their tenant Protective Industrial Products (PIP), which subsequently successfully applied for a Minor Boundary Modification (with your approval and under your Grant of Authority) to include their facility in the Foreign-Trade Zone Site. PIP subsequently negotiated an Operators Agreement with CDRPC and are in the process of activating their site. DUI encouraged PIP to have their own Operator Agreement and have encouraged Capital District Trade Strategies to develop common FTZ operating and inventory control procedures for any of their tenants who may want to take advantage of FTZ opportunities.

In addition to PIP we have conducted free FTZ Cost/Benefit Evaluations for seven other Galesi tenants. Four of them have moved on to the second stage of evaluation and appear likely to seek active Zone status later this calendar year.

In April, Capital District Trade Strategies successfully negotiated the acquisition of the Capital Region World Trade Center License from Schenectady County and is creating a single organization that can be an effective advocate for and practitioner of international trade for the Region. One outcome is that, in partnership with Galesi/DUI, we are using our privileged access to the world wide network of World Trade Centers to ‘broadcast’ the availability of Foreign-Trade Zone status in the Region to foreign businesses and ‘broadcast’ our interest and ability to find appropriate environments for their U.S. business activities, whether using our turn-key public FTZ warehouses or their own facilities. That ‘broadcasting’ and our general marketing efforts have generated eleven enquiries from ‘foreign’ entities, three of which are now actively considering establishing business enterprises in the Region. We anticipate a public announcement on the commitment of one the companies (an Italian firm) before the end of August.

We are also in the process of developing a Capital District World Trade Center International Showroom at the Rotterdam Industrial Park in Schenectady County to be opened some time in September and to coincide with the formal opening of our new corporate and World Trade Center offices at 100 State Street in downtown Albany. In addition to the International Showroom, we are planning an international returns facility at the Rotterdam Industrial Park in partnership with some of the Region’s most respected charitable organizations and Schenectady County Community College’s Work Force Development Group. If the business develops as we anticipate, we may be able to establish a job training (and job creating!) center for the skill sets required by the rapidly growing cluster of warehousing and distribution companies in the Region.

Lastly, in terms of general marketing, we held a very successful Foreign-Trade Zone Workshop in June which attracted fifteen participants and we have taken out a membership in the National Association of Foreign-Trade Zones and will be attending their Annual Meeting in September to spread our message.

As promised in our last report, we have begun our individual outreach to the constituent counties represented on the Planning Board and to the City of Albany to learn what they consider to be the most important economic development goals and assets for their communities and to develop ways in which we can work with them to help achieve those goals and maximize the value of their assets. The possibility of expanding the Zone to critical infrastructure assets in their communities has been of significant interest to everyone polled to date and we shortly expect to begin ‘inviting’ participation in a major Zone expansion through those political entities.

We thank you for your continued support and remind you that we will be delighted to meet individually with you and/or your constituents to get you in the Zone.

Yours faithfully,

Bill Hooton
President, Capital District Trade Strategies

Proposed Revised Tariff for FTZ #121

Annual Operator Fee:

Less than 15,000 sq. ft.	\$ 6,000
15,000 – 30,000 sq. ft.	\$ 10,500
30,000 – 45,000 sq. ft.	\$ 15,000
45,000 – 75,000 sq. ft.	\$ 19,500
More than 75,000 sq. ft	\$ 24,000
Minor Boundary Modification (per site)	\$ 5,000
Manufacturing Application	\$ 5,000
Sub-zone Application	\$ 10,000
Major Zone Expansion (per site)	\$ 15,000

MEMORANDUM (#06-28)

To: Commissioners
From: Rocky Ferraro, Executive Director
Date: August 9, 2006
Re: Fall Board/Staff Retreat

The Fall Board/Staff "Retreat" has been scheduled for Wednesday, October 18, 2006 at CDRPC immediately following the regular Board meeting. It is anticipated that the Retreat will begin at 10:00 AM and last till around Noon.

The desired outcomes of the retreat area as follows:

- To create an opportunity for Staff and Board interaction.
- To provide the Commissioners with an update on progress of the Strategic Plan.
- To obtain and review feedback from Commissioners on the current performance of the Board and staff.
- To facilitate a discussion about key Board practices and to identify areas of possible improvement.

Prior to the retreat, each Commissioner will receive a Self Evaluation form to indicate interests and concerns. The results of the evaluation will be reviewed and shared among the Commissioners providing the basis for the discussion at the retreat. Similar to last year, Jon Allen of Performance Standards, Inc. has been hired to facilitate the retreat.

MEMORANDUM (#06-29)

To: Commissioners

From: Rocky Ferraro, Executive Director

Date: August 9, 2006

Re: Long Term Control Plan – Combined Sewer Overflow Study

The following is a status report of the Albany Pool Phase I Long Term Control Plan (LTCP). Considerable progress has been during the last several months.

The Public Participation Plan has been presented to and approved by the Technical Advisory Committee. Upon their approval, it was submitted and subsequently approved by NYS DEC.

The consultant team presented the proposed Scope of Work to the Technical Advisory Committee to prepare Part B of the LTCP. Based on their comments and feedback, a final draft is being readied for submittal to NYS DEC for their review and approval.

At the next regularly scheduled meeting of the Technical Advisory Committee on September 7th, a workshop will be held outlining alternative cost allocation methods to complete Part B of the LTCP. It is anticipated that Part A of the project will be completed by early fall and submitted for approval to each of the six Albany Pool communities and NYS DEC. Part B is scheduled to begin in January, 2007 and continue through 2009.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

STAFF ACTIVITY REPORT May 8, 2006 to August 6, 2006

A. ADMINISTRATION

1. The 2006 Q2 billings were prepared and submitted for the CSO project, CDYCI, Water Quality, Transportation, HMIS, EDA, and the Wind Energy project.
2. The 2005 audit of CDRPC's financial records, systems, and controls was completed.
3. A Proposed Indirect Cost Allocation Schedule has been prepared based on the 2005 audited financial records and will be reviewed by CDRPC's accountant.
4. The Petty Cash box is missing and presumed stolen. The building management has been informed. Approximately \$70 was in the cash box at the time it was reported missing.

B. REGIONAL PLANNING

INFORMATION SYSTEM AND DATA SERVICES:

1. The staff responded to approximately 85 data requests during the reporting period. In addition, CDRPC's Web site had 23,210 visitors in May 2006, a 58.8% increase from May 2005, 24,192 visitors in June 2006, a 94.9% increase from June 2005, and 22,764 visitors in July 2006, a 56.6% increase from July 2005.
2. The staff continues to update and maintain its GIS, and to provide GIS products and services to local governments, agencies and citizens on request.
3. The staff continues to process, analyze, and disseminate Census data and data released by the U.S. and N.Y.S. Departments of Labor. Information is posted on the web site on an ongoing basis, including, most recently, the 2005 public school data, MLS sales data, residential building permit data, and municipal property tax rates.

COMPREHENSIVE PLANNING AND TECHNICAL ASSISTANCE

1. The Staff has continued work on the 604b water quality program. Staff continues to participate in county water quality coordinating committee activities, MS4 committee activities, and to provide technical support to the counties and local communities. Staff is also assisting NYSDEC in reviewing the MS4 annual reports submitted by each of the communities.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

2. CDRPC co-sponsored a 604(b) stormwater management workshop on May 31, and June 1, and 2 at the Best Western Albany Airport Inn. The training session was coordinated through the US EPA and NYS DEC.
3. As part of the 604b program, CDRPC is coordinating a four-county public service announcement campaign, initially focusing on billboards. CDRPC is slated to be the agency that collects the money from the counties and enters into a contract with the billboard company. An intermunicipal agreement has been drafted.
4. Staff has been working on the Onesquethaw-Coeymans Watershed report, which is being funded by a grant received by the Onesquethaw-Coeymans Watershed Council.
5. Staff continues to work with the Combined Sewer Overflow technical advisory committee, which consists of representatives from the Albany Water Board, the cities of Cohoes, Rensselaer, Troy and Watervliet, and the Village of Green Island, as well as the Albany and Rensselaer county sewer districts. See Memo 06-29 for the most recent update of activities.
6. The staff continues to participate on CDTC's Planning Committee and the Quality Region Initiative Taskforce.
7. Staff is working with CDTC in the preparation of a Health & Human Services Transportation Survey in the four counties to identify existing and future transportation needs and opportunities for sharing vehicles among service providers.
8. Staff has been participating on the Saratoga Springs Downtown Transportation Plan Advisory Committee, the Harriman Campus Area Linkage Plan and the Town of Bethlehem Rt. 9W Corridor Plan. These studies are funded through the CDTC Linkage program.
9. Staff has been working on several case study projects as part of the CEG Fiscal Impacts of Alternative Futures report. In addition, CDRPC is coordinating the project and working with the University at Albany regarding the interviews they are conducting with service providers. The study is being financed with a grant from CEG.
10. Staff has continued participation on the CDTA Transit Development Plan Advisory Committee.
11. CDRPC is working with CDTC in conducting adjacent property owner and trail user surveys of the Zim-Smith Trail, the Uncle Sam Bikeway, and the Mohawk Hudson Bike Hike Trail. CDRPC has begun a review and analysis of the residential property owner survey results. The trail user survey is currently underway and is expected to be completed by the end of September. The effort is part of the our UPWP contract with CDTC. The contract was recently amended by the CDTC Policy Board to include the Trail study.
12. Commission staff has initiated work on the TAZ-level employment projections for CDTC, using Census Bureau, Bureau of Labor Statistics, and NYS Dept. of Labor data.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

13. CDRPC, along with the other regional councils in New York State, has entered into an agreement with NYSERDA to provide land use planning assistance to local communities in the Capital District dealing with wind energy development issues. As an initial step, a survey has been sent to each of the communities in the four counties to gauge their interest and concern about wind energy development activity in their community.
13. The Fall Planning & Zoning Training Workshop has been scheduled for November 1, 2006 at Hudson Valley Community College.

HUMAN RESOURCES & CRIMINAL JUSTICE

1. The Juvenile Detention facility utilization rate was 88.2% in May 2006, 92.6% in June 2006, and 95.6% in July 2006.
2. Discussions are continuing re: the County Agreements that outline the responsibilities of the Contractor (CDYCI) and the counties referring individuals to the facility.
3. New billing and collection procedures are being established as part of CDYCI's agreement with Berkshire Farm.
4. The 2005 Compilation and Reconciliation reports have been completed for review and approval by the CDYCI Board.
5. Staff are members of the Executive Committee of both the Albany County and Rensselaer County Committees to End Homelessness and continue to be an active participant of these studies under the direction of CARES. Staff support also continues to be provided to CARES to monitor the four county Homeless Management Information System data base.

ECONOMIC DEVELOPMENT

1. Data files continue to be updated and spreadsheets prepared on a monthly basis for public distribution, including Employment/Unemployment and CPI/PPI data. In addition, CDRPC continually maintains and enhances its Web site on an ongoing basis to include new and updated materials as they are prepared.
2. The May/June 2006 issue of *Capital District Data* with 2005 Annual Building Permits, Census Daytime Population Estimates, 2006 HUD Income Eligibility Requirements, and a description of the 2010 Census Demonstration Project was prepared and published and posted online.
3. The 2004 Municipal and School District finance data and the 2004 County Business Pattern data were downloaded and posted to the web site.
4. The 2006-07 EDA Planning Grant application was prepared, submitted, and approved, and CDRPC will receive a \$52,000 planning grant for the period 7/1/06-6/30/07.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

C. MEETINGS AND CONTACTS

- 5/10-12/06 Engstrom: NYS Affiliate Data Center Conference in Hamilton NY.
- 5/12/06 Fabozzi: Albany County Water Quality Coordinating Committee meeting.
- 5/15/06 Fabozzi: Presentation on regional growth patterns at Union College.
- 5/16/06 Fabozzi: NYS GIS Association meeting, Albany.
- 5/16/06 Engstrom: Meeting with consultants regarding the CSO LTPC scope of work.
- 5/16/06 Ferraro: Attendance at the Capital Region Mohawk River Community discussion hosted by the NYS Coastal Zone Division.
- 5/23/06 Ferraro: Presentation at the Saratoga Builders Association Dinner meeting.
- 5/25/06 Ferraro, Engstrom, Shannon: Meeting with CDTC representatives regarding the Trail Survey study.
- 5/25/06 Engstrom: Albany County MS4 Consortium meeting.
- 5/31/06 Ferraro: Rensselaer County 10 Year Plan to End Homelessness Advisory Committee meeting.
- 6/1/06 Fabozzi: Downtown Saratoga Springs Linkage Plan Advisory meeting.
- 6/6/06 Ferraro: Presentation at Regional Demographics and Aging forum hosted by the Albany Guardian Society.
- 6/7&8/06 Fabozzi: NY State GIS Coordinating Body meetings, Albany.
- 6/8/06 Ferraro: Albany County Dept. of Social Services Advisory Council Meeting.
- 6/8/06 Ferraro: Rensselaer County 10 Year Plan to End Homelessness Executive Committee meeting.
- 6/9/06 Ferraro: NYSARC Executive Director's meeting in Syracuse.
- 6/9/06 Fabozzi: Presentation at the NY State Geospatial Summit, North Creek.
- 6/12/06 Ferraro: Saratoga Workforce Housing Partnership meeting.
- 6/13/06 Ferraro: Regional Development Coordinating Council meeting.
- 6/13/06 Ferraro: CDTC Bike & Ped Task Force meeting.
- 6/13/06 Fabozzi: Meeting with CEG, CDTC, UAlbany regarding the Fiscal Impacts study.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

- 6/14/06 Fabozzi: Meeting at City of Albany Planning regarding the South End Plan.
- 6/14/06 Ferraro: CDTC Regional Transportation Coordination Committee meeting.
- 6/14/06 Engstrom: Financing Stormwater conference at Town of Colonie Municipal Center.
- 6/16/06 Fabozzi: Albany County Water Quality Coordinating Committee meeting.
- 6/17/06 Engstrom, Shannon: Wind Energy Law workshop at Albany Law School.
- 6/19/06 Ferraro: Albany County Intermunicipal Cooperation Forum (Also attended by Commissioner McKnight)
- 6/20/06 Fabozzi: Meeting at USGS offices, Troy, regarding landslide susceptibilities.
- 6/20/06 Fabozzi/Ferraro: Participation in CDTC Regional Greenway workshop, Colonie Crossings.
- 6/21/06 Fabozzi: Harriman Campus Linkage Study meeting.
- 6/22/06 Fabozzi: Meeting with CDTC, UAlbany regarding the Fiscal Impacts study.
- 6/22/06 Engstrom: Albany County MS4 Consortium meeting.
- 6/23/06 Ferraro: Rensselaer County 10 Year Plan to End Homelessness Executive Committee meeting.
- 6/26/06 Ferraro: Saratoga Workforce Housing Partnership meeting.
- 6/26/06 Wardle: Meeting with Mary Breslin of CARES, Inc. for a Teleconference with Foothold Technologies and other HMIS users regarding the HMIS online databases.
- 6/27/06 Ferraro: Presentation to the CEG Local Government Coordinating Council.
- 6/28/06 Ferraro: Saratoga IDA/SEDC Economic Summit.
- 6/28/06 Ferraro: Albany County 10 Year Plan to End Homelessness Executive Committee meeting
- 6/28/06 Fabozzi: Rt. 9w Corridor Linkage Study meeting.
- 6/29/06 Fabozzi: South End Albany Plan meeting, Albany.
- 6/29/06 Ferraro: Regional Human Resource Transportation Services Coordination meeting.
- 7/5/06 Ferraro: CDTC Planning Committee meeting.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

- 7/5/06 Ferraro: ECOS meeting
- 7/11/06 Ferraro, Engstrom, Shannon: Wind Energy meeting with County Planning Departments.
- 7/13/06 Fabozzi: Saratoga Springs Downtown Transportation Plan Advisory Committee meeting.
- 7/13/06 Ferraro: Rensselaer County 10 Year Plan to End Homelessness Sub Committee meeting.
- 7/17/06 Ferraro: Saratoga Workforce Housing Partnership meeting.
- 7/17/06 Engstrom: NYSARC Water Quality Staff meeting in Syracuse.
- 7/20/06 Fabozzi: CDTC Regional Linkage Forum meeting.
- 7/21/06 Ferraro, Engstrom: CSO Technical Committee meeting at CDTC.
- 7/24/06 Ferraro & Wardle: Meeting with Chris O'Neil, Sreekumar Nampoothiri, and Deb Stacy, of CDTC to discuss methodology for Regional employment projections.
- 7/25/06 NYS Canal Recreationway Commission meeting.
- 7/25/06 Fabozzi: Keynote presentation on regional growth issues at the Teaching the Hudson Valley Conference, Hyde Park.