

COMMISSION MEETING

August 15, 2007
CDRPC Conference Room
One Park Place, Suite 102
Albany, New York 12205

MINUTES

PRESENT: Willard Bruce, John Graziano, Lucille McKnight, Stan Brownell, Judy Breselor, Jim Shaughnessy, Mike Stammel, Fred Acunto, Christopher Callaghan, Gary Hughes,

ABSENT: Betty Barnette, Henry Dennis, Philip Barrett, Spencer Hellwig, John Murray, Raymond Gillen, Barbara Mauro, Michael Petta, David Vincent

PRESIDING: Gary Hughes, Chair, called the meeting to order at 8:30am.

1. **Welcome/Introduction of Guests**

Allen Walther and Rick Bigham from Dorfman-Robbie, George Klapishak from Capital District Trade Strategies, Elizabeth Staubach and Tom Leitz from Albany County Economic Development & Planning Dept

2. **May 16, 2007 Meeting Minutes**

The minutes were distributed before the meeting. No corrections were made.

Action Taken

Chris Callaghan made a motion to approve the minutes, and Lucille McKnight seconded. The motion was approved unanimously.

3. **Financial Statement through July 31, 2007**

The financial statement reflects activities through July 2007. With more than half of the year complete, revenues are at 65.5% and expenses are at 51.9%.

The second quarter billings were sent out to the appropriate billing agencies for the Water Quality Program, Wind Energy Initiative, UPWP, CDYCI, and CSO. There is approximately \$148,000 cash in the bank with outstanding receivables totaling just over \$136,000.

Action Taken

Fred Acunto made a motion to approve the Financial Statement, and Chris Callaghan seconded. The motion was approved unanimously.

4. **2006 Audit Report, Presentation by Dorfman-Robbie**

A copy of the FY-2006 Audit Report prepared by Dorfman-Robbie Certified Public Accountants, P.C. was sent out prior to the meeting for review.

Allen Walther and Rick Bigham, went over the Audit Report with the Board. Included in the Audit Report is a Management Discussion and Analysis that provides an overview of the financial activities for the year ending December 31, 2006.

Under *Other Recommendations – Not Significant Deficiencies*, it was noted that additional entries were required in order to properly account for the Combined Sewer Overflow Project (CSO) through the special revenue fund.

Dorfman-Robbie recommends that each time an expenditure is incurred in the special revenue fund, an entry to record the corresponding revenue should be made either by recording a receivable or reducing the deferred revenue balance. This will aid in identifying what funding source is being utilized to pay for expenses of the CSO.

Under *Finding #06-1 – Preparation of GAAP Financial Statements*, the recommendations are as follows:

Management should review the new internal criteria outlined in SAS#112 with the board and senior management to alert them to the possibility that interim financial statements provided by management are not in full compliance with Generally Accepted Accounting Principles (GAAP). Considering that the Commission has engaged external auditors to ensure that the year-end financial statements are in full compliance with GAAP, and considering that it would be cost prohibitive to develop new internal processes and controls to convert the internal financial statements to full GAAP, we do not recommend any further action by management at this time.

Fred Acunto inquired how critical is the non-compliance that Rick Bigham mentioned in the report. Allen Walther answered that the non-compliance is relatively critical and it is now a standard part of the review in doing an audit.

Chris Callaghan inquired if the monthly financial statements include the Combined Sewer Overflow. Rocky responded that, similar to CDYCI, the monthly financial statement does not include the individual expenditures associated with the CSO since they are not part of CDRPC's budget; however the hourly salary expense, which is offset by the revenue received via our contract with the CSO communities, is included within CDRPC's salary expense line item. Chris suggested adding a line item showing the CSO expenditures on future financial statements. Rocky stated that he will meet with the accountants to establish a column indicating those expenses.

Action Taken

Mike Stammel made a motion to approve the 2006 Audit, and John Graziano seconded. The motion was approved unanimously.

5. 2008 Proposed Preliminary Budget

Rocky informed the Board that the adoption of the 2008 Preliminary Budget will allow us to send out the Commission's request for next year's county contributions. The amount requested from each county will remain unchanged from 2007. A final budget will be prepared for the December Commission meeting.

The contractual services reflect work anticipated to be under contract in 2008 including mapping support assistance to CDTA and school district enrollment projections. Through the NYSARC, CDRPC has entered into a contract with NYSERDA to provide wind support services to communities in the Capital Region.

CDRPC will continue to manage and coordinate the work associated with the Combined Sewer Overflow project through 2008. There is a separate set of financial records for this project, including the establishment of separate banking accounts.

The salary line item has increased primarily to reflect the full time status of the Assistant Planner. For 2007, funding was provided for the full time position for half the year beginning July 1, 2007. The health insurance assumes an 8% increase in health premium costs.

Action Taken

John Graziano made a motion to approve the Proposed Preliminary budget, and Jim Shaughnessy seconded. The motion was approved unanimously.

6. Foreign-Trade Zone Program – Zone Administrator Report/Presentation

George Klapishak from Capital District Trade Strategies went over the progress of the development and submission of an application to expand FTZ #121.

Significant progress has been made and it is anticipated that the application will be ready for Board review and approval at the October Commission meeting. All four counties have advanced the \$15,000 Tariff mandated, per site, qualifying an unlimited number of sub-sites in each county to be included in the application provided they meet the mutually agreed criteria for participation and they pay their individual fair share of the application fee. CDTS will collect those fair share fees from the individual property owners and reimburse the Counties in full for their advanced expenditure. The fee per property owner could be as low as \$250 per property.

In addition to the four Counties, CDTS is soliciting participation from all the counties covered by the Albany Port district, which also defines the boundaries of the FTZ #121. So far, Washington, Warren, Ulster, Schoharie, Greene and Columbia have expressed interest to have sites included in the expansion application.

Capital District Trade Strategies will update the board of the progress at the next Commission meeting and should have a completed draft application for review and approval.

7. CDRPC Satisfaction Survey

It is recommended that Jon Allen of Performance Matters be hired to prepare a “customer satisfaction survey” that would be distributed to the County Executive/Administrator and County Planning Director in each of the four counties along with contracting agencies receiving services from CDRPC. Similar to last year, evaluation surveys would also be prepared for staff and Board members to respond.

John Allen will report back to the Board at the October meeting to discuss the findings of the survey.

Fred Acunto inquired if a new survey will be generated or if it will be the same as the one from last year. Rocky responded that there may be additional questions that were not included on the previous survey. Rocky will be meeting with Jon Allen next week regarding the survey.

Fred also requested that the Board see a comparison of results to the previous survey.

Action Taken

John Graziano made a motion to move forward with the survey and Judy Breselor seconded. The motion was approved unanimously.

8. LTCP – CSO Update

A scope of work has been approved by NYSDEC. The Public Participation Plan (PPP) has been approved by DEC and is in the early stages of implementation. The first Citizen Advisory Committee (CAC) was held on August 9th. The membership of the CAC includes environmental, sporting, and community representatives.

The inter-municipal agreement, which outlines the communities’ financial obligation, has been finalized and signed by the six Albany Pool communities. CDRPC and the Consultant Team have signed the agreement for Professional Services and work on the Part B Scope has begun.

9. Staff Activity Report

Deb Shannon has joined the staff on a full time basis as of July 1, 2007.

A draft of the Estimating the Fiscal Impacts of Alternative Futures for the Capital Region study is now available on our website. This study was prepared in partnership with CDTC, CEG and UAlbany. Rocky will be in contact with David Rooney of CEG to discuss a public roll-out for the study.

Rocky added that he was asked to Chair the Smart Growth working group at the 2007 Economic Summit on August 14th in Saratoga. There is a large amount of interest in this issue in our region and there will be a significant amount of dialogue taking place over time. The meeting was hosted by Congresswoman Gillibrand.

10. Other Business

There was no other business at this time.

11. Next Meeting Date

The next Commission meeting will be held October 17, 2007 at 8:30am.

Respectfully submitted,

Michael Stammel
Secretary