

COMMISSION MEETING

October 17, 2007

CDRPC Conference Room

One Park Place, Suite 102

Albany, New York 12205

MINUTES

PRESENT: Betty Barnette, Willard Bruce, John Graziano, Judy Breselor, Stan Brownell, James Shaughnessy, Mike Stammel, Fred Acunto, Chris Callaghan, John Murray, Gary Hughes, Barbara Mauro, Michael Petta, David Vincent

ABSENT: Henry Dennis, Lucille McKnight, Leon Fiacco, Philip Barrett, Spencer Hellwig, Raymond Gillen,

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

1. Welcome/Introduction of Guests

Jon Allen from Performance Matters, Inc., Bill Hooton and George Klapishak from Capital District Trade Strategies, Elizabeth Stauback from Albany County Economic Development & Planning Dept

2. August 15, 2007 Meeting Minutes

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

Action Taken

Fred Acunto made a motion to approve the minutes, and Stan Brownell seconded. The motion was approved unanimously.

3. Financial Statement through September 30, 2007

The financial statement reflects activities through September 30, 2007. With 75% of the year complete, revenues are at 82.0% and expenses are at 66.5%.

The fourth quarter billings were sent out to the appropriate billing agencies for EDA Program, Water Quality Program, Wind Energy Initiative, UPWP, CDYCI, 2010 LUCA Census Program, and CSO. There is approximately \$135,000 cash in the bank with outstanding receivables totaling just over \$171,000.

Action Taken

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

4. CDRPC Satisfaction Survey Results/Presentation

Jon Allen from Performance Matters went over the findings of the satisfaction survey that was distributed to the County Executives/Administrators and County Planning Directors in each of the four counties. A survey was also sent to contracting agencies receiving services from CDRPC and a Self Evaluation survey to the Commissioners.

Jon received 15 out of the 19 surveys sent to Commissioners and two surveys from County Executives and two from County Planners. Satisfaction surveys were received back from 7 of the 10 clients surveyed.

Jon Allen handed out the survey findings to the Commissioners and informed them that the majority of the feedback was very positive. The client satisfaction survey came back with all areas indicating strong satisfaction and no areas of concern expressed. The response from the County Planners and Executives were generally positive but the areas of concern expressed included not being sufficiently informed by the Commissioners from their county and not having input in the decision making process. Though the Commission members agree that the staff is carrying out the mission of the organization and they are being kept well informed of staff activities, areas of concern expressed by the Commission members through their Self Evaluation survey included:

- Some are unclear of the mission and/or are not clear of their roles and responsibilities.
- Some feel that the group is not being effective representatives.
- Several feel that orientation, training and evaluation are not adequate.
- Many are concerned with Board Members' level of involvement and interest.

Commissioners expressed some confusion about whether the response should have been based on their own individual performance or how they view the group as a whole. Next year's survey should provide some clarifications about whose performance is being evaluated.

Rocky added that he would be more than happy to meet with any Commissioner to discuss their roles and responsibilities. Rocky also mentioned that he has met with new Commissioners as they are appointed and will continue to do so.

John Graziano recommended that Jon Allen call each of the County Executives and County Planners to try and get all of the surveys completed and sent back in order to get accurate feedback.

Jon Allen will work on getting all the surveys back and will report back to the Commission at the January, 2008 meeting.

5. **Foreign-Trade Zone Program – Zone Administrator Report/Presentation**

Bill Hooton from Capital District Trade Strategies gave a PowerPoint presentation outlining the status of the Foreign Trade Zone Expansion application and to identify the process and location of the proposed sites.

The application to expand FTZ #121 in the greater Capital Region will include sites that meet the necessary criteria for inclusion including availability of critical infrastructure assets and appropriate industrial zoned property in the greater Capital Region. All 16 counties within the Albany Port District have been solicited for participation. Seven counties, Albany, Rensselaer, Saratoga, Schenectady, Washington, Warren and Columbia have contracted to participate. Each county has also developed a list of potential “sub-sites”, secured the critical key property and is in the process of contacting each of the contiguous property owners to participate. Green, Montgomery and Schoharie counties have agreed to participate but have not yet signed their contracts or defined proposed sites.

For each sub-site a key or qualifying participant has been identified and contracted to participate. After each individual property is identified and is in agreement to be part of the expansion, a signed contract to participate and pay the fair share fee is needed. The fair share amount is approximately \$500-\$750 per property but is very variable depending upon the number of property owners who decide to participate.

A letter of support and a legal property description of the particular parcel are also needed to move forward. There have been some delays in getting this information from counties. The deadline to receive this information has been moved to November 16, 2007.

Bill Hooton expects to have a completed draft application available for the Board 2-3 weeks prior to the December meeting for review so the appropriate action can take place at the December Commission meeting. If the draft application is approved, it will then be sent to the Foreign Trade Zone Board for their review. Bill expects a final application by January 15, 2008 and a docket number approximately 30 days after.

6. **LTCP – CSO Update**

The work program for Part A has been completed and approved by the NYS DEC.

Part B of the project is moving forward. The *Combined Sewer System Modeling Work Plan* was submitted to NYS DEC and was reviewed and approved on September 27, 2007. CDRPC has submitted the *Receiving Water Quality Sampling Plan* to DEC for their review and approval.

There is a meeting scheduled with the accountants to discuss the requirements for setting up and maintaining the financial records for Part B. Rocky will provide the Board with an update at the next meeting.

Chris Callaghan inquired, after reviewing the financials, if Malcolm Pirnie is over budget. Malcolm Pirnie was involved in out of scope work that had to be done in relation to the SPDES permit that was not part of the original contract. The budget for Part A has been adjusted and approved by the six Albany Pool Communities.

Chris Callaghan suggested including all CSO budget adjustments on the financial statements each month.

7. Fiscal Impact Study Summary Brochure

CDRPC, in collaboration with CDTC, the University at Albany, and the Center for Economic Growth (CEG), recently completed a report analyzing the facility needs and their estimated costs for each of the four alternative growth scenarios in the Capital Region. The work is part of CDTC's New Visions Regional Transportation Plan.

CEG has contracted with a public relations firm to prepare the Fiscal Impact Summary brochure outlining the study findings. The intent is to create a regional dialogue among all the stakeholders in the region to discuss the policy options outlined in the brochure.

8. Staff Activity Report

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

9. Other Business

Gary Hughes nominated Barbara Mauro to Chair and select the nominating committee for 2007 officers. Barbara Mauro will report back at the December commission meeting the recommendations of the nominating committee.

10. Next Meeting Date

The next Commission meeting will be held December 19, 2007 at 8:30am.

11. ADJOURNMENT

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

Respectfully submitted,

Michael Stammel
Secretary