

## COMMISSION MEETING

July 15, 2009

CDRPC Conference Room

One Park Place, Suite 102

Albany, New York 12205

### MINUTES

**PRESENT:** Willard Bruce, John Graziano, Lucille McKnight (conference call), Michael Whalen, Stan Brownell, James Shaughnessy, Michael Stammel, Fred Acunto, Phil Barrett, Jason Kemper, Paul Sausville, Barbara Mauro, David Vincent

**ABSENT:** Henry Dennis, Judy Breselor, Leon Fiacco, John Murray, Robert Godlewski, Gary Hughes, Michael Petta

**PRESIDING:** Mike Stammel, Chair, called the meeting to order at 8:30 am.

**1. Welcome/Introduction of Guests**

Linda Braun and Steve Meyers from AMRI were in attendance.

**2. May 20, 2009 Meeting Minutes**

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

**Action Taken**

John Graziano made a motion to approve the minutes, and Phil Barrett seconded. The motion was approved unanimously.

**3. Financial Statement through June 30, 2009**

The financial statement reflects activities through June 30, 2009. The revenues are at 50.1% and the expenses are at 47.5%. Aside from the money markets, there is approximately \$2500 cash in the checking account and outstanding receivables totaling just over \$176,200.

The second quarter billings were sent out to the appropriate billing agencies this month.

Rocky informed the Board of two issues re: revenue items. The first one involves Saratoga County not making their full contribution during the second quarter to CDRPC due to issues associated with CDYCI. Rocky has been in contact with Saratoga County representatives regarding this issue and it should be resolved soon. Work with NYSERDA on the Wind Energy project will be limited to technical assistance on a request basis therefore funding support for this program is expected to be limited for the remainder of the year.

**Action Taken**

David Vincent made a motion to approve the Financial Statements as presented and Jim Shaughnessy seconded. The motion was approved unanimously.

**4. 2008 Audit Report, Presentation by The Bonadio Group**

A copy of the FY-2008 Draft Audit Report prepared by The Bonadio Group was sent out prior to the meeting for review.

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, 2008.

Paul Sausville inquired about bookkeeping errors in regards to the CSO project that Rick Bigham mentioned in his presentation. Rick added that the CSO information was available, however it was not provided in a useable format for the financial statement audit. The information required some adjustments to be in accordance with Generally Accepted Accounting Principles (GAAP). Rick also added that this is not an area for concern since the issue has been corrected and he does not anticipate any problems in future audits.

Rocky mentioned that since Leif Engstrom left, David Lang Wardle has been the primary person for maintaining the financial spreadsheets for the CSO project.

David Vincent inquired if the CSO project is nearing the end. The Long Term Control Plan is to be submitted to the DEC by the end of the year, however, an extension of the project will be sought with an expected completion date sometime during 2010. As noted in the proposed budget, CDRPC will continue receiving financial support to manage the study.

**Action Taken**

David Vincent made a motion to accept the 2008 Audit Report and Stan Brownell seconded. The motion was unanimously accepted.

**5. 2010 Proposed Preliminary Budget**

Rocky informed the Board that the adoption of the 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 2009. There has been no increase since 2004. A final budget will be prepared for the December Commission meeting.

The Albany County Executive's Office has contacted CDRPC to set up a meeting to discuss Albany County's budget issues. Rocky anticipates that Albany County will request a decrease in their 2010 contribution to CDRPC. The four county agreement states that any reduction by one county would result in a reduction for all the counties.

Rocky will inform the A & F Committee of the conversation with Albany County regarding the possible reduction of county contributions.

The contractual services reflect work anticipated to be under contract in 2010 primarily focused on school district enrollment projections.

The City of Watervliet notified CDRPC that they received a local government efficiency grant for the Watervliet Reservoir project and CDRPC will receive a management fee of \$8500. CDRPC assisted the City of Watervliet in preparing the grant application.

CDRPC will be entering into a new contract with Empire State Development related to the 2010 Census sometime during 2009. That contract will likely go through March 31, 2010.

CDRPC will continue to facilitate and coordinate the CSO project through 2010. It is anticipated that the Long Term Control Plan will be submitted to NYS DEC during the first part of 2010. It remains uncertain what role CDRPC will play upon approval of the Control Plan after 2010.

#### **Action Taken**

David Vincent made a motion to adopt the proposed budget, and Barbara Mauro seconded. The motion was approved unanimously.

#### **6. Foreign Trade Zone approved of FTZ #121A Grantee/Operator Agreement**

The existing Grantee/Operator Agreement between CDRPC and AMRI has a 15 year term and will expire on July 20, 2009. A revised Agreement has been prepared which covers a five-year extension and increase of CDRPC's annual fee to \$12,500, in line with the Commission's current Zone Tariff.

Rocky is requesting approval from the Board to sign the new FTZ Agreement with AMRI.

#### **Action Taken**

John Graziano made a motion to authorize Rocky to sign the new Agreement with AMRI, and Phil Barrett seconded. The motion was approved unanimously.

#### **7. Combined Sewer Overflow Long Term Control Plan Update**

Rocky and Deb Shannon will be meeting with the consultants today to discuss the timeline of the project and the role CDRPC will play in 2010.

Leif Engstrom is no longer the Project Manager of the project since he left CDRPC June 5, 2009. Deb Shannon has taken over the program management responsibilities and David Lang Wardle is responsible for the financial management of the CSO program.

The primary focus during the last two months is the results of the Water Quality Receiving Water Assessment report submitted to the NYS DEC. DEC has provided written feedback to the report. A primary concern is the possible impacts due to the low dissolved oxygen levels at selected locations in the Hudson River for several of the reporting periods. A technical committee meeting was held in June followed by a meeting with DEC to discuss the extent of the CSO communities' responsibility to further investigate the issue to identify whether the Albany Pool CSO discharges cause or contributes to the low dissolved oxygen levels at locations downstream from the Albany Pool.

A meeting is being scheduled for August with DEC to discuss the Combined Sewer System Modeling.

#### **8. Staff Activity Report**

Staff is working with Empire State Development in continuing preparation for the 2010 Census in establishing criteria for Complete Count Committees and the 2010 publicity campaign. Staff are also involved in a project to standardize the display of American Community Survey (ACS) data and create guidance materials on the use and interpretation of American Community Survey tables.

CDRPC is submitting a stimulus grant in conjunction with the Hudson Valley Regional Council and Hudson River Watershed Alliance.

There was a Planning & Zoning Workshop on June 4, 2009 at Hudson Valley Community College. There were over 150 attendees.

Staff has completed the Averill Park School District Study as well as the Menands Broadway Study.

*Tech Valley Trends – A Basis for Civic Change* was prepared and published by CDRPC. A presentation was made at the Tech Valley Futures Forum held on May 29<sup>th</sup> at Hudson Valley Community College. CDRPC is expected to play a major role in this project in the future.

#### **9. Other Business**

Fred Acunto added that he was recently in Kentlands, Maryland and was pleased to see how well their mixed use space of residential, commercial and rental is used in that area. Fred suggested that Todd give the presentation on New Urbanism that he gave a while ago for the new Commission members.

**10. Next Meeting Date**

The next Commission meeting will be held October 21, 2009 at 8:30 am.

**Adjournment**

Phil Barrett made a motion to adjourn the meeting and Stan Brownell seconded. The motion was approved unanimously.

Respectfully submitted,

A handwritten signature in cursive script that reads "Barbara Mauro".

Barbara Mauro,  
Secretary