



ALBANY CSO Pool Communities

A collaboration between the cities of Albany, Cohoes,
Troy, Watervliet & Rensselaer and the Village of Green Island

C/O Capital District Regional Planning Commission
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Minutes of the Board of Directors Meeting Thursday, October 17, 2019 10:00 am

Board Members Present:

Gerry Moscinski – Rensselaer County Sewer District
Garry Nathan – City of Cohoes & Village of Green Island
Tom Dufresne – Albany Water Board
Bill Simcoe - Albany Water Board
Chris Wheland – City of Troy

Also Present:

Dan Lowenstein- Arcadis Inc.
Dave Dressel – City of Watervliet
Tim Murphy – Albany County Water Purification District
Amy Weinstock – CDRPC Staff
Martin Daley – CDRPC Staff
Tom White – CDRPC Staff

I. Call to Order/Roll Call

Board President Bill Simcoe called the meeting to order at 10:35am.

II. Reading and Approval of Minutes of September 12, 2019

The minutes were distributed before the meeting.

Action Taken

Chris Wheland made a motion to approve the September 12, 2019 Corporation meeting minutes and Gary Nathan seconded. The motion was approved unanimously.

III. Report from Governance Committee

Martin Daley advised the Board that Jeremy Smith has stepped down from his position on the board. Jeremy was also the board secretary. The Governance Committee recommended Sean Ward for secretary.

Action Taken

Tom Dufresne made a motion to accept the Governance Committee's recommendation and appoint Sean Ward as secretary. Chris Wheland seconded. The motion was approved unanimously.

IV. Report from Finance Committee

Modification to FY2019 budget:

The budget needs to be amended so that the Floatables Control Project, the Hoosick Street project and the APJVT lines are adjusted to process invoices submitted. The Floatables Control project and the Hoosick St. Project exceeded the LTCP budget lines. The APJVT is within budget, but with the inclusion of delayed invoices from post construction monitoring lab costs, the timing of expenses slightly exceeded the current 2019 budget allocation.

The Finance Committee previously recommended the amendments as presented and is requesting the Board's approval.

Action Taken

Chris Wheland made a motion to accept the Finance Committee's recommendations and to modify the project and FY2019 budgets and Gary Nathan seconded. The motion was approved unanimously.

V. Financial Report as of 9/30/19

This financial report summarizes contribution shares and expenditures by major Line Items. The report consists of three sections:

- 1) Key financial status items
- 2) Actual vs Overall Budget
- 3) The Communities' Balances as of 09/30/2019.

➤ 1) Financial Status

The Statement of Financial Position shows a cash balance of \$252,114.96; Combined Communities' Balance of \$252,114.96 and Accounts Payable balance of \$0.00.

2) Actual Cost vs 2019 Overall Budget

Project and Administration expenses are invoiced to the communities on an invoice by invoice basis after board approval, grants are accounted for on an accrual basis

as anticipated against approved invoices. The corporation records any direct expenditures for work done by a community as a payment to that community's balance, upon the Board's approval, as such, each balance is subject to change as expenditures are received and approved by the Board.

Fiscal YTD expenditures have been approved for a total \$8,787,053.34; or 47.68% of the 2019 Budget for Total Expenses. Expenditures have been submitted and approved for Programmed Construction Projects of \$8,637,676.87; and Corporation Expenses of \$149,376.47.

Budget Components	Budget Amount	Actual	Completed %
Programmed Construction Budget	18,130,000	8,637,677.	47.64%
Corp. Admin, PCCM & Misc. Budget	298,350	149,376.	50.07%
Total	18,428,350	8,787,053.	47.68%

3.) Communities' Balances as of 8/31/2019

- During the twelve months completed and reported thus far for the 2019 fiscal year, the communities have been invoiced, net of all grants and direct expenditures, \$4,196,497.43. Total payments have been received from: Albany \$193,208.26; Cohoes \$14,993.76; Green Island \$10,296.69; and Troy \$1,069,705.04 and applied. The Corporation made partial payment to Albany, Cohoes, Green Island and Watervliet for previously submitted and Board approved construction projects in the amounts of \$468,257.75, \$66,299.45, \$5,461.46 and \$92,516.24, respectively.
- Payments of \$633,669.00, \$271,653.00, and \$49,022.00 from Albany, Troy, and Watervliet were received, respectively, in fulfillment of their cash obligations under the IMA. Subsequently, IMA cash obligation payments were made to Cohoes, Green Island and Rensselaer to fully settle the cash terms of the IMA.
- The expenditures made by the host community, net of Grants anticipated are recorded as Direct Expense.

Staff advised the board they are looking to close its books by end of October 2019 in effort to prepare the trail balance for audit. There was a discussion on Troy's \$1.2m balance and a measure that would authorize staff to process Troy's payment to Albany in order to close the \$1.9m balance due to Albany from the CSO program.

Action Taken

Tom Dufresne made a motion to permit the transfer of Troy funds, when they arrive, to be paid to the Albany Water Board, upon staff and Treasurer review and approval. Garry Nathan seconded. The motion was approved unanimously.

VI. Vendor Invoices

\$2,297,611.25 of vendor invoices had been received. Staff is requesting board authorizations to for the following invoices, obtained from the Communities for CSO LTCP work performed during FY2019 up until 10/1/19.

Martin informed the board that the CDRPC invoice would have exceeded the budget amount but was capped in effort to meet the not to exceed contract amount. While labor charges were well below budget, the mid-year adjustment in CDRPC fringe and overhead rates did cause the invoice amount to slightly exceed budget. CDRPC has not invoiced the Corporation for this overage. There was an adjustment made so the invoice would not exceed the contract value.

The Pioneer account has funds available to process Corporation invoices immediately.

Action Taken

Gary Nathan made a motion to approve the processing of vendor invoices as presented. Chris Wheland approved. The motion passed unanimously.

VII. Albany CSO Discharge Notification Website

Dan Lowenstein presented a proposal to update the Discharge notification System Website. There was a discussion on the source data for weather and potential improvements to the site that would allow it to be mobile optimized. The board asked staff to inquire with DEC on whether it was still required by the Order, as it was developed to comply with anticipated requirements of the Sewage Pollution Right to Know Act (SPRTK). NYSDEC's discharge reporting requirements, which changed after the site was constructed, meant the site was no longer capable of meeting the requirements of SPRTK. The board discussed the benefit of maintaining the site or making costly improvements if it was duplicating information provided by the NY Alert System – the notification system deemed by DEC the only acceptable form of public notification under the SPRTKA.

Based upon the discussion with DEC at the 1:30pm quarterly meeting on October 17, Martin will prepare a recommendation for the board to consider on the Notification System Website and potential updates.

VIII. Other Business

Martin advised the Board that he was asked by Phil DeGaetano, chair of the Board of the Hudson River Watershed Alliance, if he would join the board. There was a discussion on whether there would be any conflict of interests. Martin shared he would not take part in any activity sponsored or organized the Alliance that was in conflict or at odds with efforts by the Pool Communities. None of the board members raised objections to Martin accepting a position on the Alliance board.

The Floatables project is nearly 100% done. There was a discussion on perhaps holding a press conference with DEC and EFC to promote the success of the project. Bill Simcoe will spearhead a conversation with the Albany Mayor's office.

The Mereline Sewer Separation Project will be completed on time, by Spring, 2020.

The Troy 123/124th street separation project- the trees that they were waiting to cut down have finally been removed. The delay was due to protection of migratory bats.

IX. Adjournment

Tom Dufresne made a motion to adjourn the meeting at 11:04 and Gary Nathan seconded. The motion passed unanimously.

Respectfully submitted,
Amy Weinstock, CDRPC Office Manager



11/29/19

William Simcoe, P.E.
Albany CSO Pool Communities Corporation President
(In lieu of secretary attendance)