



ALBANY CSO Pool Communities

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

Minutes for Corporation Meeting Thursday, August 10, 2023 10:00am

Meeting Held Via Zoom and streamed on the CDRPC YouTube Channel
(<https://www.youtube.com/watch?v=Kyqw2xKPAt0>)

Board Members Present:

Bill Simcoe, P.E. – Albany Water Board
Chris Wheland – City of Troy
Maggie Alix – Village of Green Island
Shane Lewis, P.E.I.T. - City of Cohoes
Tim Murphy - ACWPD
William Smart – P.E. – City of Rensselaer

Also Present:

Mark Castiglione – CDRPC Staff Tom White – CDRPC Staff

I. Call to Order/Roll Call

President Simcoe conducted the roll call. The meeting was called to order 10:00 a.m.

II. Reading and Acceptance of the July 13, 2023, Minutes

Draft meeting minutes were distributed prior to the meeting. After a brief discussion on changes the vote was held to accept them.

Action Taken

Maggie Alix made a motion to accept the minutes as modified and Chris Wheland seconded. The motion passed unanimously.

III. Financial Report

Tom White summarized the financial report as of 7/31/23 and shared community balances. The attached Statement of Financial Position shows a cash balance of \$47,412.44; Accounts Receivable of \$0.00; Combined Communities' Balance of \$47,412.44 and Accounts Payable total of \$0.00.

Actual Cost vs 2023 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 direct expenditures for work done by a community as a payment to that community's balance, upon the Board's approval.

As of July 31, 2023, Fiscal YTD 2023 total expenditures have been reported and approved for LTCP expenditures of \$15,732,173.11, and administrative expenditures of \$43,479.98.

2023 Budget Components	Budget Amount	Actual	Completed
Programmed Construction Budget	19,969,750.00	15,732,173.11	78.780%
Corp. Admin, PCCM & Misc. Budget	201,000.00	43,479.98	21.632%
Total	20,170,750.00	15,775,653.09	78.211%

➤ *Summary of the Communities Balance Status:*

Community	Balance 10/01/2022	Communities Share of Expenditures Invoiced this fiscal year to date		Communities' Obligations Paid Through	Funds Paid to Communities	Direct Expense Applied net of grants	Balance	Re-allocate costs Fully Absorbed by Host Community	Adjusted Balance Due to (from) Communities
	Due To Comm. (Due From)	LTCP Projects	Albany CSO Corp Expenses	7/31/2023			7/31/2023		7/31/2023
	+	-	-	+	-	+	=		
Albany	\$ (612,297.90)	(8,332,165.26)	(13,087.02)		(4,942,155.83)	11,747,777.62	\$ (2,151,928.39)	99,168.24	\$ (2,052,760.15)
Troy	\$ 605,695.82	(4,935,686.17)	(7,752.30)	4,152,596.14		1,180,855.36	\$ 995,708.86	(190,654.20)	\$ 805,054.66
Cohoes	\$ 1,062,700.04	(389,061.57)	(611.08)	271,519.90	(593,043.82)	1,430,494.38	\$ 1,781,997.84	38,212.13	\$ 1,820,209.97
Rensselaer	\$ (335,612.40)	(302,445.67)	(475.04)	187,213.10			\$ (451,320.01)	29,705.05	\$ (421,614.96)
Watervliet	\$ (248,906.71)	(164,712.20)	(258.71)	304,446.05			\$ (109,431.57)	16,177.40	\$ (93,254.17)
Green Island	\$ 4,611.83	(75,256.43)	(118.20)	53,148.51			\$ (17,614.30)	7,391.40	\$ (10,222.90)
TOTALS	\$ 476,190.68	\$ (14,199,327.30)	\$ (22,302.35)	\$ 4,968,923.70	\$ (5,535,199.65)	\$ 14,359,127.36	\$ 47,412.44	\$ 0.00	\$ 47,412.44

The above does not include any yet to be reported expenditures, adjustments to expenditures or grants, which, when presented and approved by the Board may change Communities' Balances.

The above balance represents the net amount, as of the date of the report, each individual Community has invested in the pooled community body of work. Negative numbers represent the amount that is owed by the individual community to the Albany CSO Pool Community Corporation.

Next month will need to be looking at the new budget for 2024.

Tom Dufresne has resigned from City of Albany. Will be getting a new CFO. The Chair of the Board can carry out the responsibilities of the Treasurer in the interim signing checks.

IV. Vendor invoices

The following invoices have been received. Staff is requesting board authorizations for the following invoices, obtained from the Communities for CSO LTCP work performed during FY2023 up until 8/1/23.

Community	Vendor	Invoice	Invoice Date(s)	Associated Work	Invoice Total	Invoice for Corporation Total After Grant Applied
Cohoes	Arcadis	Pay App 18	7/23/23	SSS-10 Columbia Street Sewer Rehabilitation	\$14,518.75	\$14,518.75
Cohoes	Carver	Pay App 12	7/23/23	SSS-10 Columbia Street Sewer Rehabilitation*	\$311,433.44	\$177,933.44
					\$325,952.19	\$192,452.19
Pending approval, staff will distribute community invoices to the communities. *-\$133,500 for sidewalk, not part of CSO					Invoice Total	Invoice for Corporation Total After Grant Applied

Getting to the end of Columbia Phase II.

Albany Closed last Friday on the amendment of their financing- extended until next year.

Action Taken

Maggie Alix made a motion to approve the invoices and William Smart seconded it. The motion passed unanimously.

V. EFC Disbursements and reconciliations & Project Updates

Beaver Creek- New disbursement scheduled has been received at the beginning of the month. Working on sorting out paperwork and scheduling. The disbursement may look different than prior because of the document collection. There was a piece of paperwork not filed that, per EFC, held up disbursements of the entire project.

VI. Project Updates

Started having Sewage flowing through the Beaver Creek Satellite Sewage facility- busted into top of sewer, inserted a steel chute to carry sewage while still removing rock and pouring slab underneath. Any storms too much for chute to carry, will overflow and go to treatment plant via bypass and influent channel.

New Castle, waiting on EEO paperwork, Disagreement with one of their subs and currently cannot use their subs, so stalling progress.

Van Buren – Getting started mid-September, hope to have the project finished this year.

VII. Other Business

There was a discussion in when SharePoint will be available. Things will be moved over from OneDrive as soon as things get sorted out.

Supposed to be updated policies and procedures this month, but nothing was deemed necessary to change at the time.

West and Company will be performing the 2023 audit. An engagement letter will be sent. From time to time new auditors need to be scoped out but the Board does not have to change the company. A discussion on whether a third party review should be held and if new sets of eyes should be used on the finances. Would need RFP practice, 3-6 months minimum time frame for that. May consider for the 2025 time frame. September 30th year end for the CSO Corp. Need to complete audit prior to Y E in order to file PARIS reports. Future meetings will be held with the Finance Committee and Governance Board to discuss audit and future budget.

There was a discussion on the progress of original paperwork and signatures needed from an amendment of a contract.

A spreadsheet was requested that summarizes all the money spent / received for the whole program, and this is how much was spent on each project. Construction, engineering, corrections of flaws in projects and any other finances regarding each one.

VIII. Adjournment

Maggie Alix made a motion to adjourn and William Smart seconded it. The motion passed unanimously. The meeting was adjourned at 10:31 a.m.

Next Meeting September 14, 2023