

*Stormwater Coalition of Albany County
Board of Directors*

**MINUTES
Friday, September 18, 2015
Village of Green Island
19 George Street
8:30 am to 10:00 am**

Board of Directors Attending:

Dennis Feeney, Albany County
Joseph Coffey, City of Albany
Paul Penman, Town of Bethlehem
Garry Nathan, City of Cohoes (Board Alternate)
John Dzialo, Town of Colonie
Sean Ward, Village of Green Island, Chairman
Paul Reuss, Village of Menands
Mark Gleason, City of Watervliet (Board Alternate)

Board of Directors Absent:

Jeff Moller, Village of Altamont
George Primeau, City of Cohoes
Chris Bisognano, Village of Colonie
Ken D'Arpino, Town of Guilderland
Thomas Dolin, Town of New Scotland

Also Present:

Nancy Heinzen, Stormwater Program Coordinator, Coalition
Scott Siegel, Albany County
Brent Meredith, Town of Bethlehem
Frank Fazio, University at Albany-SUNY
Christina Chiappetta, Stormwater Program Technician, Coalition (meeting minutes)

Meeting Called to Order at 8:30am.

- I. Approval of June 19, 2015 Minutes
Joseph Coffey moved to approve the minutes. John Dzialo seconded the motion, which passed unanimously.

- II. Reports
 - a. Coalition Administration
 - i. 2015 Budget Report (County Res #288)

The County approved our budget amendment (County Resolution #288) and \$1,700 was moved from the Stormwater Reserve to the Conferences & Training line for the August "StormCon" Conference in Austin, Texas.

There is \$1,600 in the computer equipment line encumbered from a prior year budget which needs to be spent. Equipment must be purchased out of this line; supplies and services are possible as well.

Office supply expenditures were for toner

Computer supply expenditures were for ESRI mapping software.

There is \$27.10 left in the postage line. Before the year is out, we may be short. If likely, funds may need to be transferred in from another line.

The summer interns were reimbursed \$48.88 for travel and mileage. The Stormwater Program Tech (Chiappetta) will be submitting a Claim Form for travel reimbursement as well.

The printing budget has not been used much. The Coalition anticipated buying publications/educational materials, but few were requested and we remain well stocked. Albany County did create a bookmark which the Coalition may want to modify and bulk print before the year is out.

The County contract for leased copiers was renegotiated this year and they now have a new vendor, Ricoh. The Coalition shares this expense with the Office of Natural Resources. A slight increase in lease expenses will be covered by both budgets, as well as possible overage charges held over from the previous lease.

The hospital and medical insurance expenditure is more than budgeted and there is shortfall of \$1,965.78. This may be an overcharge by the County. Nancy will look into it.

Dennis Feeney moved to approve the 2015 budget. Garry Nathan seconded the motion, which passed unanimously.

ii. 2016 County Executive Budget-8021 Coalition Budget (Adjustments)

Since the last Board meeting in June, there have been adjustments to the Coalition 2016 budget. To cover the cost of national conferences, the Board approved transferring funds from the reserve to the Conferences/Training line (\$1700); Nancy Heinzen discovered that she is entitled to a longevity raise (from \$600 to \$900); and according to County Management and Budget previous estimates for retirement were too high and social security too low. Overall there is an increase of \$90 between the requested and proposed Coalition budget recently released by the County Executive's office.

Nancy Heinzen expressed concerns about the amount now included in the 2016 budget for hospital and medical insurance. It is similar to the 2015 budget, which now appears too low. If the Coalition is under budget for hospital and medical, then the 2016 budget needs to be adjusted accordingly. Scott Siegel will discuss the problem with Management and Budget.

Nancy Heinzen pointed out that our reserve balance is included in the County Exec's 2016 budget and that it matches information provided to us previously by the Comptroller's office.

A motion to accept the \$90 increase from the requested budget to the proposed budget was made by Garry Nathan. Paul Penman seconded the motion, which passed unanimously.

iii. 2016 Statement of Intent (Status & V/Altamont)

Nancy Heinzen received all “Statement of Intent Forms” from municipalities that intend to continue with the Coalition. Altamont has decided to leave the Coalition. Nancy Heinzen will be sending a letter to the Mayor of Altamont referencing the loss of services effective Jan 1, 2016

iv. Coalition Inter-municipal Agreement (IMA) 2016 to 2017 (Status, Signature Pages-due 9/30/2015)

About half of the municipalities have already submitted their IMA signature pages.

v. Grant Update – Regional Economic Development County (REDC) Consolidated Funding Application (CFA) NYSDEC Water Quality Improvement Program (WQIP) Round 12 Grant 7/31 Application (Ratification & Content)

A motion to ratify a Board vote conducted by e-mail (7/17/2015) where members agreed to apply for grant funding was made by Joseph Coffey. Garry Nathan seconded the motion, which passed unanimously. The email vote was 8-Yes; 1-No; 3-Absent.

The grant was submitted on July 31, 2015.

vi. Summer Interns (Leg & UAibany Student Intern & Work Completed for Coalition)

Christina Chiappetta provided work for the interns daily. They updated the Getting to Know the Streams Next Door “GTKTSND” maps mostly and helped out with the Town of New Scotland septic system literature drop. Teresa Tai also helped Nancy Heinzen with administrative tasks. Both Nancy and Christina now have a better understanding of what to expect from students with one “Introduction to GIS” undergraduate class under their belt.

vii. 2015/2016 Meeting Dates-Working Group and Board

A few of the working group meeting dates have moved around.

A motion to approve the revised meeting schedule was made by Paul Penman. Paul Reuss seconded the motion, which passed unanimously.

viii. Board Rep Updates (Permanent/Alternates—2016?)

Nancy Heinzen would like a better accounting of who is a permanent or alternate board representative. There needs to be an MS4/municipal representative at all Board meetings; otherwise municipalities lose touch and that affects program

implementation (joint Coalition and individual MS4 initiatives). Each MS4 needs a Board alternate, possibly more. This should help address attendance issues.

ix. Project Wet Foundation- User Permission Issue

Nancy Heinzen received an e-mail from the ProjectWET asking if we had permission or had received information about posting the Stormwater Coalition Project WET Kit User Manual or using materials. They advised that Nancy read their copyright and use policy.

In response, Nancy immediately removed our User Manual from the Coalition website. Early in the MS4 Permit, NYSDEC recommended that MS4s use Project Wet materials; therefore Nancy contacted both NYSDEC Central Office (Carol Lamb Lafay) and regional office (Mary Barrie) staff about what to do.

She was advised to let the NYSDEC Project Wet coordinator address the issue directly with ProjectWET staff. For fear of copyright violations and related legal expenses, the Board directed Nancy to not use any ProjectWET activities and/or materials until this copyright and use issue is resolved.

b. Stormwater Permits

i. MS4 Permit Audits: EPA (UAlb-3/19/2015; V/Voorheesville-6/2015)

UAlbany submitted their final audit paperwork to EPA, no other response. Voorheesville's audit report has yet to be finalized. The results of the audit will be shared by Mary Barrie with the Coalition and other MS4 groups within Region 4.

ii. New MS4 Permit (DEC Q/A WG Mtg-8/27/ 2015)

Carol Lamb Lafay and Steven McCague from NYSDEC Central Office came to the August Working Group meeting to discuss the new MS4 permit to be issued May 1, 2017. Carol explained how the new MS4 permit needed to address elements of the New York Court of Appeals decision (NRDC vs. NYSDEC) and that within EPA, given continued litigation pending at the Federal level (U.S Court of Appeals for the 9th Circuit) there are likely to be additional permit requirements as defined by EPA directly.

Caught in the middle are the MS4s who will need to implement the NYSDEC MS4 permit. Of concern is the imposition of permit requirements by others with no familiarity with the day-to-day work of implementing the MS4 permit.

Carol was interested in feedback regarding her current thoughts about the new permit (prescriptive? not prescriptive? explicit mapping requirements?) and expressed concerns about the tolerance and capacity of MS4s to implement various options. She explained that the "SWMP Template" document developed by DEC (Beta version, not FINAL) was intended to make clear what constitutes a good MS4 program.

MS4s had many suggestions for Carol and we agreed as a group to review the current MS4 permit and provide comments and suggestions for Carol and others responsible for drafting the permit.

iii. U.S. Court of Appeals for the 9th Circuit-MS4 Permit litigation-EPA Rulemaking

Nancy Heinzen reviewed the email she received from Hilary Meltzer (New York City Law Department) explaining EPA Rulemaking related to legal issues surrounding the NYS Court of Appeals “NRDC vs. NYSDEC” decision and the subsequent U.S. Court of Appeals for the 9th Circuit MS4 Permit litigation. To address various split decisions at the federal level, EPA has agreed to propose a draft MS4 Permit rule by December 17, 2015.

It is intended to clarify what constitutes “maximum extent practicable” implementation of the permit and the sequence of steps MS4s and regulators need to take to ensure compliance with the Clean Water Act.

c. Coalition Work Plan (2015) & SWMP Plan BMPs

i. BMP Highlights-Coalition Staff Activities/Other

1. BMP 1-3 Website (Member Pages; Watershed Maps; WAVE)

2. BMP 2-11 WAVE (Stream Monitoring Locations: Vly Crk; Vlomankill; Salt Kill; Delphus)

Two WAVE sites have been monitored by volunteers with Coalition staff organizing and supervising the activity. They are located in the Normans Kill-Vly Creek watershed at the confluence of Vly/Normanskill and the Vloman Kill/Dowerskill watershed. Two more WAVE sites will be monitored before the season ends September 30.

3. BMP 7-7 Procedures and Forms Compendium (Sub-Committee Mtgs-SWPPP Plan Review/Other)

The “Forms” subcommittee has been moving along.

4. MCM 8 Training

a. BMP 8-2 GI/BSD/LID In-House Training for Planning Bds (Jan, 2016 T/Beth)

b. BMP 8-9 Maintaining GI Practices-Demo Rain Garden/Bioretenion (9/29 T/Beth)

There will be a session in Bethlehem regarding their existing rain garden. The session will focus on current conditions and options.

ii. Individual Member Points (2015)

City of Albany (System Map’g/RADIX); V/Menands (ORI/Sys Map’g/Fac Audits); T/New Scotland

(ORI & System Map’g); C/WVliet (Procedures/ORI); Albany County (ORI/System Map’g)

Most of the municipalities which paid for “point” work requested help with storm system mapping, ORI, or GIS. The Coalition keeps a tally of “point” hours completed to date. Some MS4 have used up all their “points”; others have more “point” hours to use up before the year ends.

III. Discussion

a. Coalition & GIS (SWMPv3: MCM 7 Program Mgmt: BMP 7-5 Water Infrastructure GIS-AIMS In Transition)

i. The Situation Now (Post Grant Application, StormCon2015, AIMS Survey, New MS4 Permit Info)

Nancy Heinzen introduced the topic by reminding Board members of our history to date with the Albany Internet Mapper System (“AIMS”) and referenced handouts as needed.

When AIMS was launched in 2009, it was based off of the Schenectady Internet Mapper System (“SIMS”) and all aspects of the project were funded with NYSDEC Water Quality Improvement Program Round 8 grant money. Fountains Spatial designed the system and its development coincided with the creation of the Coalition inter-municipal agreement.

Back in 2008/2009 the County Department of Economic Development, Conservation, and Planning (EDCAP) managed the grant (Nancy Heinzen was staff person within EDCAP); however sustained funding and management of AIMS since then has been the sole responsibility of the Stormwater Coalition, with Coalition funds paying for continued maintenance by Fountains Spatial and annual maintenance of mapping software.

The same grant funded the purchase of a web based software package called MS4Web Permit Manager (CBI, Ltd) along with the creation of custom software by Fountains to integrate geographic data from MS4Web into the AIMS web mapper (ex. outfall location; ID number; MS4 owner, etc.).

In 2011, the Coalition, with the County as lead applicant and the Coalition functioning within the Department of Public Works, applied for and received a NYSDEC Round 10 WQIP grant to map storm system infrastructure and post the data on AIMS. Fountains Spatial (GIS) and Waypoint Technology (GPS) provided technical expertise related to all aspects of this mapping project.

In 2013, Fountains notified Nancy Heinzen that the server hosting AIMS, now more than 5 years old was nearing the end of its useful life and to start thinking about replacing it. This prompted the Coalition to encumber \$ from the 2013 budget for this purpose (\$1600).

To better understand GIS technology, the Coalition also organized informational programs (2014/2015) which showcased the GIS effort to date of 3 Coalition members; Town of Bethlehem; Town of Colonie; and City of Albany. During these sessions, members were introduced to various GIS applications, such as the use of mobile devices for field work (T/Beth); a GIS based asset management system known as CityWorks (T/Colonie); and methods used to digitize water

infrastructure map records (City of Albany Department of Water and Water Supply).

By early-2015, the server was seriously acting up. Also changes in mapping technology pointed to not only replacing the server, but to potentially overhauling the entire application. The value of AIMS however was unclear and to that end, Coalition staff distributed a survey to members asking: How often did they use AIMS? Which layers did they use? What did they like/dislike? Did they use the County mapper instead? Results and a June, 2015 working group discussion affirmed member commitment to an AIMS-like web mapper of some kind, but there needed to be changes.

In mid-May (2015) DEC announced the Round 12 WQIP grant money for MS4 Permit program mapping due July 31, 2015. To help fund an updated AIMS, the Coalition applied for the grant. Some funds would be used to update AIMS; other funds to create new layers and create mobile device based forms. There was no certainty, however, that the Coalition would receive grant funds; therefore the “broken server” problem still needed to be addressed.

Nancy, who attended the 2015 August StormCon conference in Austin, mentioned that many GIS vendors were there selling GIS products linked to mobile devices tailored in various ways to the MS4 and Construction Activity Permits. This affirmed that our own direction was in step with the stormwater industry more generally.

ii. Solving the Broken Server Problem-Options (Re-Design Concept; ArcGIS Online, Hardware, \$, Mgmt)

Given the immediate concern, the broken server, Nancy has had several discussions with Fountains Spatial (Larry Spraker) about options and costs. To help explain our design needs she sent Larry a markup of what to update and change in AIMS. Based on the mark up Larry attempted to explain possible mapper design options and related costs, but that proved to be difficult.

In particular, the software which supports AIMS has changed completely (ESRI ArcView 9.3) and the new software (ESRI ArcView 10.3) which now underpins all ESRI web mappers requires a fresh start regarding all aspects of the design. There are too many new options now which need to be considered.

Based on various assumptions (that the County would host the application on their server as a “virtual” server; that the software supporting the application would be ArcGIS for Server 10.3), Larry estimated a total cost of ~\$22,139 (design/develop), with another \$8000 or so to cover installation training, maintenance, and troubleshooting of the application.

Given her concerns about the server, Nancy proposed that we immediately transfer \$21,139 from the reserve to cover the cost of the AIMS redesign/development and use the \$8000 already in our 2016 budget to cover the cost of training, maintenance, and troubleshooting. She advised against waiting around for grant funds, as that was too much of an unknown and some MS4s rely

on AIMS daily for their own internal operations, thus better to move on this quickly.

In case anything ends up costing more, Sean Ward suggested transferring additional funds for redesign/development.

Paul Reuss made a motion to authorize the use of \$25,000 for the redesign/development of the AIMS-Water Infrastructure mapper and Joseph Coffey seconded the motion, which passed unanimously.

iii. What Should We Do? (\$ Available-Enc Computer Eqpt \$1600; Reserve; Other)

Nancy Heinzen presented a few options for spending the \$1,600 encumbrance, previously allocated for replacing the aging server (~\$900 for laptop and \$240 for Microsoft Office). She suggested using remaining funds to create forms or to buy tablets. The Board advised spending the money as she thought necessary.

b. New MS4 Permit - Input from Coalition (Priority? How much?)

Tabled for the next meeting.

A motion to adjourn was made by Joseph Coffey and seconded by Garry Nathan. This passed unanimously.

NEXT BOARD MEETING

Friday, January 15, 2016 V/Green Island, 19 George Street, 8:30am – 10:00am

Minutes adopted by the Board of Directors at their January 15, 2016 meeting.