

***Stormwater Coalition of Albany County
Board of Directors***

MINUTES

Friday, January 15, 2016

Village of Green Island

19 George Street

8:30 am to 10:00 am

Board of Directors Attending:

Scott Seigel, Albany County (Board alternate)
Maryella Davenport, City of Albany (Board alternate)
Paul Penman, Town of Bethlehem
Garry Nathan, City of Cohoes (Board alternate)
Randy Rivera, Village of Colonie
Sean Ward, Village of Green Island, Chairman
Ken D'Arpino, Town of Guilderland
Paul Reuss, Village of Menands
Doug LaGrange, Town of New Scotland
Dave Dressel, City of Watervliet
Karl Kilts, University at Albany-SUNY (Board alternate)

Board of Directors Absent:

Dennis Feeney, Albany County
Joseph Coffey, City of Albany
Shawn Morse, City of Cohoes
John Dzialo, Town of Colonie
Frank Fazio, University at Albany-SUNY

Also Present:

Nancy Heinzen, Stormwater Program Coordinator, Coalition
Jeremy Cramer, Town of New Scotland (Board alternate)
Christina Chiappetta, Stormwater Program Technician, Coalition (meeting minutes)

Meeting called to order at 8:37am.

- I. Coalition IMA 2016 to 2017 (Fully executed; to be distributed)

Nancy Heinzen distributed a copy of the fully executed, "ALBANY COUNTY INTER-MUNICIPAL AGREEMENT AND MEMORANDUM OF UNDERSTANDING TO CONTINUE AN EXISTING COALITION FOR COOPERATION ON ISSUES RELATED TO STORMWATER MANAGEMENT" to each Coalition representative/MS4 in attendance.

II. 2016 Board Representation (Permanent and Alternate)

N. Heinzen reviewed the most current contact list which itemizes Coalition roles, MS4 Permit roles, and who gets which e-mails. There were some clarifications and corrections.

III. Approval of September 18, 2015 Minutes

Paul Reuss moved to approve the minutes. Maryella Davenport seconded the motion, which passed unanimously. Dave Dressel and Doug LaGrange abstained as they were not at the previous meeting.

IV. Reports

a. Coalition Administration

i. Coalition Board of Directors Chairperson-Discussion (IMA Section 5.3)

Sean Ward was originally meant to serve for one year and now after seven years is stepping down as chair. He has taken a new job with additional responsibilities. The Board will need to appoint a new chair at the next Board meeting.

Paul Penman moved to have Sean Ward serve as the intermittent chair. Paul Reuss seconded the motion, which passed unanimously.

ii. 2015 Budget Report (W1 Web Mapper Contract-\$25,000 of \$32,000; \$1600 Encumbrance)

Money encumbered in the Computer Equipment line (\$1600) was spent down in December (\$1555.65). Several items were purchased (new laptop, laptop software, and GPS camera). Unspent funds were wiped out.

Office Supplies, \$1,643.11, will roll into reserve

Computer Supplies, \$616.00, will roll into reserve

Conferences and Training, \$455.75, will roll into reserve

Printing and advertising, \$945.98, will roll into reserve

Misc Contractual Expenses of \$25,000 will be used to update the Coalition webmapper (AIMS II) and that \$25,000 will be encumbered. Fountains Spatial thinks that the entire project will take about 6 months.

Garry Nathan made a motion to accept the budget report. Dave Dressel seconded the motion, which passed unanimously.

- iii. 2016 Budget Report (2% Raise Ratification; 2016 Dues Invoices; WI Web Mapper-\$7000; Temp Help)

Nancy Heinzen has already sent out invoices to the municipalities and has gotten a few checks so far.

There is money to hire a temporary staff person paid out of the Temporary Help line (\$9,100).

The 2016 Budget includes a 2% raise voted on by the Board in November, 2015. Garry Nathan made a motion to ratify the 2% raise decision. Paul Penman seconded the motion, which passed unanimously.

Paul Reuss made a motion to accept the budget report. Doug LaGrange seconded the motion, which passed unanimously.

- iv. Exit Letter to V/Altamont

Nancy Heinzen sent a letter to the Village of Altamont explaining what happens to services upon leaving the Coalition effective January 1, 2016. There was no formal response from the Village, but the staff person most responsible for MS4 Permit implementation sent an email thanks to Nancy Heinzen and Christina Chiappetta for their help and that of the Coalition generally.

- v. Project Wet Foundation-Update (10/10/2015 Sand Creek Middle School)

The Coalition can use their materials now that Nancy Heinzen attended a training.

b. Stormwater Permits

- i. MS4 Permit Audits (EPA-V/Voorheesville Audit Report; DEC -T/Guilderland-2/17/2016)

No further information about the Village of Voorheesville EPA audit.

The Town of Guilderland will be audited by the NYS DEC on February 17, 2016.

- ii. New MS4 Permit (WG Mtg Comments)

The Coalition has been extending Working Group meetings in order to review the existing MS4 permit and prepare suggestions for NYSDEC prior to the release of the Draft MS4 Permit. NYSDEC will release a draft version within the year and the new permit will go into effect May 1, 2017.

iii. EPA Proposed Rule – Regulations for MS4 Permit Coverage (Federal Register 6January2016)

The details of this will be discussed at the next Working Group Meeting. Nancy Heinzen provided “Rulemaking” information for Board Members to review. The content of this EPA rulemaking is likely to influence the content of the new MS4 permit.

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

i. BMP Highlights-Coalition Staff Activities/Other

1. BMP 2-11 WAVE (2015 Map of Monitoring Results)

Nancy Heinzen reviewed the WAVE Results map. The data collected can now be used to compare water quality in future assessments and may trigger additional data collection by NYSDEC, in particular for those sites designated as Possibly Impaired.

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

A Forms Committee has been meeting to work on the creation of “SWPPP Oversight Forms and SWPPP Review Check Lists.” They are probably a couple of meetings short of completion.

3. MCM 8 Training: BMP 8-1 CWA Basics (V/Men; C/Wvliet; Other); BMP 8-2 GI/BSD (T/Beth?; Other)

A few Clean Water Act (CWA) Basics trainings have been booked with the Coalition, presented by Nancy Heinzen. If interested, other municipalities should reach out to Nancy. Municipalities also requested Green Infrastructure training (New Scotland, Watervliet, etc.), a presentation yet to be developed.

ii. Individual Member Points (2015 Work Log and 2016 Points- Needs Survey; Hrly Rate-\$40/hr?)
City of Albany; V/Menands; C/WVliet; Albany County; T/New Scotland

Most of the 2015 hours have been used for the municipalities. For the 2016 budget, Nancy Heinzen standardized the hourly rate for points (\$40/hour), matching it to the previous year. She explained that the hourly rate can change year to year depending on the cost of fringe and payroll increases. Standardizing it would be helpful. She proposed \$40/hour.

Paul Reuss made a motion to accept the hourly rate standardization of \$40/hour. Randy Rivera seconded the motion, which passed unanimously.

V. Discussion

a. REDC Grant Award (\$486,720; #C00081GG)

i. Award Letter; DEC Contract Execution & Due Date; County/NYSDEC Contract

Since the last Board meeting, the Coalition received a grant award from NYSDEC for \$486,720 and on December 31, 2015 NYSDEC informed Nancy Heinzen that all grant contracting documents were due January 30, 2016. They include a work plan, grant budget, insurance cards, Minority and Women-owned Business Enterprises (MWBE)– Equal Employment Opportunity (EEO) utilization plan, and signature by the County Executive of a lead applicant self-certification document which states that Coalition members are committed and willing to deliver outputs named in the work plan.

While the inter-municipal agreement includes the annual adoption of a Coalition work plan, the current Coalition work plan does not include grant work plan tasks. Board members need to commit to grant work plan items in particular. Nancy proceeded to review the contents of the preliminary grant work plan.

ii. Contract Documents

1. Grant Work Plan (Objectives/Tasks/Performance Measures; Plugging Everyone In-Making It Work)

In the last grant, stormwater infrastructure was mapped for the Salt Kill, Dry River, Kromma Kill, and Vly Creek watersheds. For this grant, we will complete storm infrastructure mapping for the Patroon Creek, Krumkill, and Shaker/Ann Lee Pond watersheds.

Nancy Heinzen went through the list of objectives included in the grant work plan. She urged municipalities to think about their level of involvement and review the performance measures and tasks assigned to each Coalition MS4/municipality.

The first objective, described as “Required Mapping” involves outfall mapping, storm system mapping and storm sewershed delineations.

The next objective, described as “Program Management Mapping and Record Keeping”, involves mapping stormwater post

construction practices, municipal facilities, and developing program record keeping forms tied to GIS technology.

The third objective, described as “Other Mapping” involves creating and organizing data available from municipalities which is scattered and generally not available or formatted for use as a GIS layer. The purpose is to explore and digitize this data to the extent possible.

The list of potential data sets includes: land use categories and pollutants of concern derived from tax parcel data; wellhead-septic system data from the County Health Department; identification of green infrastructure assets; characterizing strategies in place to protect green infrastructure assets; soil boring data from site plans; location of combined system infrastructure; and historic Erie Canal infrastructure data.

“Other Mapping” also includes contracting out to vendors the delineation of impervious areas and building footprints within Albany County.

Nancy Heinzen explained that she had pre-assigned work plan tasks to Coalition members with the goal of adding or eliminating tasks as the work plan gets finalized.

Some of the grant work plan tasks are in the process of being implemented and time spent to date can be applied to the grant match. Similarly purchases using Coalition funds may be eligible for reimbursement using grant funds. According to NYSDEC the start date for grant related reimbursements is May 1, 2015.

2. **Grant Budget** (State\$/In-Kind\$; \$ for Staffing; Contractual-Web Mapper, Imperviousness, Forms, Train'g)

Nancy Heinzen reviewed the grant budget and pointed out that she had “bumped” up Christina Chiappetta’s salary to reflect the supervisory role she will play with new hires. Nancy Heinzen proposed increasing Christina Chiappetta’s salary from \$40,000 to \$42,750 with the understanding that when the grant runs out, the increase will be removed.

Sean Ward suggested breaking out the “bump up” as an administrative fee which is still reportable for payroll information.

Paul Penman made a motion to add an additional \$3,000 to Christina Chiappetta's salary annually for the duration of the grant. Garry Nathan seconded the motion, which passed unanimously.

Nancy Heinzen mentioned that some of the "Other Mapping" objectives are research projects, likely to be of interest to academics and students. Money is in the budget to hire consultants serving as advisors to students. One idea would be to access adjunct professors from University at Albany. Other options need to be considered as well.

Nancy Heinzen asked that Board members review the work plan and get in touch with her by January 22, 2016 with comments.

iii. Board Decisions

1. Lead Applicant Self Certification (County-Lead/MS4 Commitment)

Nancy explained the grant Lead Applicant Self Certification form pointing out that the Coalition Board and individual MS4s will need to go on record stating their commitment and willingness to deliver each output attributed to them in the grant work plan.

The County Executive, as lead applicant and authorized representative will need to see this in writing before signing the form.

Special meetings were discussed and scheduled with available MS4 representatives to address particular work plan tasks and concerns.

2. IMA Section 5.7.e.f (Approval of Contract Awards/Authorization To Make a Contract >\$5000)

Not discussed.

3. Hiring Considerations (MWBE; Salary; Coalition Staff –New Roles; Ideal Candidates; Likely Timing)

Not discussed in detail, other than Christina Chiappetta's salary "bump" up.

A motion to adjourn was made by Dave Dressel and seconded by Randy Rivera. This passed unanimously.

NEXT BOARD MEETING

Friday, March 18, 2016 V/Green Island, 19 George Street, 8:30am – 10:00am

Minutes approved at the March 18, 2016 Board of Director's Meeting.