

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

MINUTES

**Friday, March 18, 2016
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, Chairman
Randy Rivera, Village of Colonie
Sean Ward, Village of Green Island
Ken D'Arpino, Town of Guilderland
Doug LaGrange, Town of New Scotland
Dave Dressel, City of Watervliet
Frank Fazio, University at Albany-SUNY

Liaison to County Executive's Office – Host of the Coalition

Scott Seigel, Albany County (also Board alternate representing Albany County)

Board of Directors Absent:

Paul Reuss, Village of Menands
Shawn Morse, City of Cohoes

Also Present:

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

Meeting called to order at 8:33am.

I. Approval of January 15, 2016 Minutes

Garry Nathan moved to approve the minutes. Randy Rivera seconded the motion which passed unanimously. John Dzialo abstained as he was not present at the last meeting.

II. Reports

a. Coalition Administration

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

John Dzialo expressed interest in becoming the new Chairperson.

Sean Ward nominated John to be Chairperson.

Garry Nathan moved to make John Dzialo Chairperson for the Board of the Stormwater Coalition of Albany County. Joseph Coffey seconded the motion which passed unanimously.

ii. 2015 Budget Report (Encumbrances, Hospital and Medical)

\$25,000 from the Miscellaneous Contractual budget line has been encumbered to pay for the Coalition web mapper redesign (AIMS).

Currently, the Coalition is over budget in line 89060 Hospital and Medical Insurance. The amount charged is \$23,992.66; the amount budgeted is \$8,500. We have a short fall of \$15,492.66. Efforts are being made to clear this up. The Coalition hopes that this will be adjusted so that the money does not come out of our reserve. There is only one Coalition staff person who receives County health insurance; the other is in the buyback program.

iii. 2016 Budget Report

There is one remaining Membership Dues payment (\$19,229.00) and it is forthcoming.

\$9,100 is in the budget for Temporary Help for a part time potential intern-type person. There is not a functional title or job posting for this position right now. The Coalition mainly needs some administrative support. There is potential to bring someone on under the County Legislative Program and then keep them on after that using the Temp Help line money.

Sean Ward suggested talking to Maggie Alix to determine if we can blend the Coalition needs for an administrative assistant with the Legislative Program.

The Conferences/Training/Tuition line will be spent down mainly by sending 13 Coalition members to a program about the new NYSDEC “Blue Book” and two Center for Watershed Protection webcasts.

Miscellaneous Contractual expenses include \$1000 for Albany County Sewer District management of ORI Kits; \$1000 for the Coalition website and \$72.51 for the website domain name.

iv. Coalition Web Mapper Contract (Update Fountains & VHB Buyout; Schedule)

Fountains Spatial has been bought by VHB. The Coalition is waiting on insurance information from Fountains/VHB to move forward with the web mapper. Nancy Heinzen and Christina Chiappetta have a meeting mid-April with Larry Spraker (VHB) to consider design options and lay out what the Coalition wants/needs in the new mapper. Of concern is moving quickly on the redesign. The current server which hosts AIMS remains faulty.

v. CBI-MS4 Web (LJ A Engineering Buyout-SWMP Module Offer)

MS4Web, a product of CBI Systems is what the Coalition currently uses to update the SWMP document. LJA recently purchased CBI. Ty, from CBI, is willing to keep our current price on the program, upload our dataset onto their server (CBI/LJA will host) and use the most current MS4Web software. The Coalition, however, would only have access to the SWMP/BMP module and none of the other modules, including the ORI/outfall module.

Alternatively, we can purchase CBI as a full package for the entire Coalition at \$9,000 per year. Because MS4Web and the web mapper AIMS reside on the same server, once AIMS is decommissioned, MS4Web will need to be hosted elsewhere. The proposed arrangement with CBI is attractive, but needs to be discussed more fully with the Working Group. At this point, use of the outfall/ORI module is limited.

vi. County-Coalition Flow Chart

Nancy described the County-Coalition Flow Chart handout, explaining that Dave Kubek from Albany County DPW developed the flow chart and that creating the flow chart was a SWMP goal for the Albany County Stormwater Program. The updated flow chart describes how stormwater program information flows throughout the County and how the Stormwater Coalition of Albany County fits into County operations.

vii. Coalition Office Relocation (3/31/2015, County Health Department; 175 Green St)

There are renovations happening on other floors in the County building (112 State Street) and the Coalition office is moving to 175 Green Street, County Health Department basement. Mapping equipment, software, and printers shared with the County Office of Natural Resources and Tax Map Coordinator will follow employees and moved to different locations.

viii. **Grant Work Plan** (Ratification of Board Vote-Email 4March2016)

Nancy explained the status of the grant work plan, pointing out that while everyone had voted yes for the work plan circulated as an email vote by March 4, 2016, there was also one abstention, U Albany for certain parts of the workplan. They were unable to get final clearance related to storm system mapping data, therefore abstained.

Also, prior to receiving the grant award, the City of Albany hired a firm to map their combined storm/sanitary infrastructure. Rather than use funds for field mapping, NYSDEC approved to instead use grant funds to digitize historic map records of sewer separation in the Krumkill and Patroon Creek watersheds.

These changes were noted in the most current work plan distributed at the Board meeting. Joseph Coffey moved to ratify the updated grant workplan. Frank Fazio seconded the motion which passed unanimously.

b. NYSDEC WQIP Round 12 Grant (REDC) (\$486,720; #C00081GG)

i. Update – Grants Gateway; NYSDEC Contract

Nancy reviewed paperwork recently submitted to the County Legislature to seek authorization from the County to accept the grant award on behalf of the Coalition; execute the contract; and to create the necessary budget appropriation account and related budget lines to manage grant funds.

She reviewed the Program Budget Amendment spreadsheet pointing out that grant funds will pass through a stand-alone account (8022) and that grant budget lines for salaries reflect annual expenses, while the other expenditures reflect purchasing activity over multiple years.

Over the course of the grant, money can be encumbered for a limited time for dedicated and known expenses. Alternatively, at year end, unspent grant funds are re-budgeted.

ii. County Request for Legislative Action (RLA)

See above. The paperwork referred to by Nancy is the County RLA.

iii. University at Albany-Sub Contractor

University at Albany-SUNY will be working with the Coalition providing professor support and student interns to work on various exploratory, mapping research type projects. To pay students, the University at Albany-SUNY Office of Sustainability has agreed to manage grant funds within

the administrative structure of U Albany. The purpose is to minimize added bureaucratic steps associated with hiring student interns and to better access professor and student support.

iv. Civil Service Job Titles; 6/1/16 Start Date?

With County Civil Service, the Coalition will develop better job titles for the incoming employees; potentially creating a job title: Stormwater Program Technician Assistant.

c. Stormwater Permits

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

Based on a conversation with DEC staff, as part of their MS4 Permit audit, the Village of Voorheesville has submitted all necessary paperwork to EPA. There are no further updates.

The Town of Guilderland has yet to receive their NYSDEC MS4 Permit audit report. Their audit was February 17, 2016.

ii. New MS4 Permit (Submission to NYSDEC WG Mtg Comments)

The Coalition comments and suggestions about the new MS4 Permit have been sent to the NYS DEC. These comments are based on several Working Group discussions dedicated to reviewing the current MS4 Permit.

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

i. BMP Highlights-Coalition Staff Activities/Other

1. BMP 2-2 Annual Report

The Annual Report process will be ramping up shortly.

2. BMP 2-11 WAVE (Sites and Volunteers)

3. BMP 7-7 Procedures and Forms Compendium (Forms Committee-Guidance Doc for MS4s)

See discussion.

4. MCM 8 Training: BMP 8-1 CWA Basics (C/Cohoes; C/Wvliet; T/Beth); BMP 8-2 GI/BSD (Other)

Nancy Heinzen conducted three Clean Water Act Basics presentations; 2/9 City of Cohoes, 3/1 Town of Bethlehem, 3/3 City of Watervliet.

ii. Individual Member Points

City of Albany; V/Menands; C/WVliet; Albany County; T/New Scotland

Coalition staff have been assisting MS4s, as follows: City of Albany-RADIX educational material; City of Watervliet-Target Audience Analysis Worksheet/Forms/Procedures; and Albany County-storm system mapping/outfall/ORI work.

III. Discussion

a. Coalition Office Relocation (Consequences)

b. Coalition Policy – Endorsement of Forms? (A Guidance Document for MS4s - Other Stormwater Practitioners)

The Coalition “Forms” Committee developed a document titled, *Oversight of the NYSDEC Construction Activity Permit-A Guidance Document for MS4s and Other Stormwater Practitioners-SWPPIP Oversight Forms and SWPPP Content Check Lists*. Use of the document is a way to methodically oversee construction activity within MS4s. Currently in DRAFT form, the document will become FINAL by the next Working Group meeting.

This raises a question, what does the Coalition do with the Guidance document?

Frank Fazio said that it is up to each MS4 to decide if they want to use it or not, but a cover letter or statement of release would be helpful.

John Dzialo said that he would not be using the full document, but it is a very helpful reference tool/guidance document.

Nancy Heinzen is going to draft a cover letter branding the document as a Coalition document

c. Key Dates – Thoughts? (Coal IMA-End Date 12/31/2017; New MS4 Permit-5/1/2017; Grant End ~7/2018 FT or 2020)

Nancy briefly explained a spreadsheet highlighting some key timelines relevant to Coalition operations and permit implementation. In particular, while the Coalition IMA continues until the end of 2017, the permit ends mid-2017, and the current grant ends well after that.

She foresees the convergence of various now pre-ordained events with each potentially forcing Coalition members to think more carefully about how they

intend to implement permit requirements; how we will complete the grant work; and what role the Coalition should play into the future. She encouraged the group to review the content of the spreadsheet, in particular “Warning” items highlighted in red.

A motion to adjourn was made by Garry Nathan and seconded by Frank Fazio. This passed unanimously.

NEXT BOARD MEETING

Friday, June 17, 2016, 8:30am – 10:00am, Town of Colonie, Public Operations Center, 347 Old Niskayuna Road, Latham, NY

Minutes approved at the June 17, 2017 Board of Director's Meeting.