

*Stormwater Coalition of Albany County
Board of Directors*

**Friday, June 15, 2018
Town of Colonie, Public Operations Center, 347 Old Niskayuna Rd
8:30 am to 10:22 am**

MINUTES

Board of Directors Attending:

Dennis Feeney, Albany County
Lucas Rogers, Albany County, Liaison to County Executive's Office
Neil O'Connor, City of Albany (Board alternate)
Paul Penman, Town of Bethlehem
Garry Nathan, City of Cohoes (Meeting Notes)
John Dzialo, Town of Colonie (Chairperson)
Randy Rivera, Village of Colonie
Ken d'Arpino, Town of Guilderland (Board alternate)
Sean Ward, Village of Green Island
Paul Reuss, Village of Menands
Doug LaGrange, Town of New Scotland
David Dressel, City of Watervliet
Frank Fazio, University at Albany-SUNY

Also Present:

Nancy Heinzen, Coalition Stormwater Program Director

Absent:

All Coalition members represented

I. Approval of March 16, 2018 Minutes

A motion to approve the March 16, 2018 Board Meeting minutes was made by Doug LaGrange, which was seconded by Paul Penman. The motion passed unanimously.

III. Reports

A. Coalition Administration

1. 2017 Budget Report (2017 Reserve)

According to the Comptroller's office there is \$5028.89 in the Coalition reserve. Nancy Heinzen explained how the reserve funds are calculated, pointing out that \$116,192.80 of the reserve represents Coalition dues (actual revenue less actual expenses and encumbrances); while -\$111,064.06 represents the NYSDEC mapping grant (actual revenue less actual expenses and encumbrances). While the

combined total should be \$5128.83, the reserve calculation provided is \$5028.89. Of note is the positive balance in the dues portion of the reserve (\$116,192.80) which should eventually be available to members once all the grant money is expended and reimbursed.

2. 2018 Budget Report (Dues Payments, Other)

3. Staffing and Salaries

Nancy Heinzen reviewed current staffing levels, pointing out that given Joe Cleveland's resignation effective May 11, 2018 according to County payroll as of May 31, 2018 there will be \$26,497.96 remaining in the Stormwater Program Technician Assistant budget line.

While Joe Cleveland was originally hired at \$40,000 per year at 40 hours/week, since his start date of February 3, 2017 for various reasons related to staff turnover (resignation of Christina Chiappetta and Timothy Koch); payroll errors; a 2% raise; and his role in training Jared Flagler who replaced Timothy Koch, Joe Cleveland's salary was increased from \$40,000 to \$46,624. Meanwhile Jared Flagler's salary for 2018 is \$40,800.

Nancy Heinzen expressed an interest in acknowledging the critical role Jared Flagler now plays in helping the Coalition complete all grant deliverables and suggested that we move Jared Flagler into Joe Cleveland's salary line, such that his salary increases from \$40,800 to \$46,624. According to County payroll, this would be lateral transfer, all within the same Stormwater Program Technician Assistant budget line and the approvals could take place quickly.

Nancy Heinzen was asked if Jared's salary could be retroactive, beginning May 31, 2018. She didn't know, but agreed to discuss this with County payroll. The Board indicated that if possible, that's when the new salary should start.

A motion was made by Frank Fazio to move Jared Flagler to Joe Cleveland's salary line. It was seconded by Garry Nathan. The motion passed unanimously.

Nancy Heinzen reviewed other 2018 budget items, specifically \$1600 of encumbered funds set aside to purchase a projector; \$318 spend on two Center for Watershed Protection webcasts; and payments to VHB Engineering for Stormwater Mapper (SwIM) related services.

4. Contact List Update

Nancy Heinzen asked the Board to review contact list information pertaining to their MS4/municipality, specifically staff changes and any changes in responsibilities regarding Coalition representation (Board and Working Group) and/or MS4 Permit responsibilities. Corrections were provided.

5. Village of Colonie – Exit Items

The Village of Colonie decided to leave the Coalition, presumably effective January 1, 2019. Randy Rivera, the Board member representing the Village explained the Village's concerns and reasons for leaving.

Nancy Heinzen distributed a copy of the letter sent to the Village of Voorheesville when they left the Coalition and explained that a similar letter will need to be sent to the Village of Colonie. The letter will identify minimum control measures addressed by the Stormwater Coalition which can no longer be claimed as part of their Village stormwater program and puts into writing the exact date when services are terminated.

This information is important when filing the MS4 Permit Annual Report which describes program activities spanning March 10, 2018 to March 9, 2019. The same dated program information is often provided to EPA or NYSDEC auditors and a clear, written understanding of which activities happened when is helpful to everyone involved.

B. NYSDEC WQIP Rnd 12 Grant (REDC) (\$486,720; #C00081GG, End Date 4/30/2020)

1. Updates and Region 4 Approvals

Since the Coalition Board last met in March, Joseph Cleveland resigned and the Village of Colonie decided to leave the Coalition. Nancy Heinzen explained these events to Mary Barrie from NYSDEC Region 4 and discussed with her the consequences and grant priorities.

Mary Barrie agreed that completing the storm system mapping and posting the data on SwiM were priorities. Purchasing tablets and developing 3 forms using ESRI mapping technology remained important and the 3 draft Survey123 forms created by Jared Flagler to date were potentially adequate, once used and tested by municipalities. Sewershed delineations were not discussed.

Regarding reimbursing the City of Albany for their digitization of historic Krumkill map records, as an alternative acceptable to NYSDEC the City will instead track labor expenses associated with field mapping sanitary infrastructure associated with a CSO outfall in the Krumkill watershed. The map records were considered too old to be of value and the field mapping within the general outlines of the entire mapping grant thus acceptable to NYSDEC.

Mapping imperviousness and building footprints involves securing consultant services and developing a County request for proposal. If funds are available, Mary Barrie supported the idea of having the same consultant calculate potential revenue generated from an imperviousness based user fee rating system for

interested municipalities, along with a comprehensive look at stormwater program expenses if possible.

What remains of the mapping involves field work in the Town of New Scotland, estimated at 2 days and another 50 days of field work in the City of Albany, not including municipal facility or post construction stormwater management practice mapping. The proposed schedule is to complete the Town of New Scotland first, then move on to the City of Albany. Once the field work is completed storm sewershed boundaries will be delineated and technical work related to the 3 ESRI inspection forms completed.

Nancy Heinzen will focus on SwIM design issues, preparing metadata, purchasing tablets, Form technology questions, and the impervious/building footprint request for proposals (RFP) along with any add-ons to that RFP.

The work load for all involved is substantial, but there is a clear commitment by Coalition staff and members to complete the grant. This too is what NYSDEC wants.

2. DRAFT MS4 Permit Update

The NYSDEC Division of Water has yet to formally announce their strategy for updating the MS4 Permit. They did however recently hire Christina Chiappetta to help with the MS4 Permit renewal process. Christina Chiappetta resigned from the Coalition in 2017 and is familiar with many aspects of the MS4 Permit.

C. Coalition 2018 Work Plan – Implementation

1. Coalition Staff /Member Activities SWMP Plan; 2018 Annual Report; SWT Courses

SWMP Review/Annual Report sessions were completed in April; measurable goals were updated and included in the SWMP Plan document; the Joint Annual Report was submitted to NYSDEC by June 1; and both the SWMP and Annual Report were posted on the Coalition website for ongoing public comment.

Three WAVE volunteer stream monitoring events are in the planning stages for July or August. A Center for Watershed Protection “Stormwater Wednesday” webcast titled, “Retrofitting the Urban Environment: What’s New?” is scheduled for June 20.

III. Discussion/Decisions

A. 2019 Budget Proposed Budget and 2020 Considerations

-Budget 1 General Information – Your Number

-Budgets 2 and 3 DUES, plus grant funds.

Nancy Heinzen explained that because of the Village of Colonie decision to leave the Coalition all of the proposed budgets included in the Board packet needed to be revised as they were based on the assumption the Village would continue as a member.

Nancy Heinzen distributed revised proposed budgets and explained their content. The first budget, labeled GUIDE detailed all available information from municipalities, which included for most, but not all municipalities the maximum dues they would contribute to the Coalition and their preferred dues; their historic dues and various spending scenarios, as follows:

Blue Scenario (1FTE/dues/no points):

1 full time Coalition employee where all revenue is from dues and there are no supplemental dues paid in by members for additional Coalition services (i.e. no points).

Pink Scenario (2FTE/dues/points):

2 full time Coalition employees where all revenue is from dues and some members pay supplemental dues for additional services (i.e. points).

Orange Scenario (2FTE/dues/grant/no points):

2 full time Coalition employees where revenue includes dues; unspent grant funds allocated for salaries, travel, office supplies, and consultant services as approved by NYSDEC; and there are no supplemental dues paid in by members for additional services (i.e. no points)

Green Scenario (2FTE/dues/grant/points):

2 full time Coalition employees where revenue includes dues; unspent grant funds allocated for salaries, travel, office supplies, and consultant services as approved by NYSDEC; and supplemental dues paid in by members for additional services (i.e. points).

Of interest to members was the impact each scenario would have on their annual dues and for some municipalities to have in place sufficient Coalition staffing to help them complete outfall inspections, municipal facility audits, and other MS4 Permit tasks. Recognizing that staff turnover related to salaries was an issue in 2017, proposed salaries were thought to be competitive and necessary to retain or potentially recruit new Coalition staff.

After analyzing multiple scenarios none of the municipalities could afford any of the proposed dues unless grant funds were used for 2019 and interested members paid for additional services (points). While there was some discussion at a prior Board meeting of Albany County rather than grant funds bridging the funding gap, this option was referenced but not discussed.

Of the budgets provided, with a few modifications, the Green Scenario budget concept of \$167,057 best described a budget acceptable to all members. Paul Penman made a motion to have Nancy Heinzen modify this budget, to include points allocated for interested members, final dues matched to municipal preferences, with a not to exceed ceiling of \$175,000.

This would be a preliminary budget to be sent out with the Statement of Intent Forms for 2019 and for final approval at the September 21 Board of Director's meeting. Randy Rivera seconded the motion, which passed unanimously.

B 2019 Proposed Work Plan

1. Priorities and Grant Items – Forms Deliverable Explained

2. Short Term and Long Term Considerations.

Nancy Heinzen briefly explained the proposed 2019 Work Plan pointing out that remaining grant deliverables are scheduled to be completed as early as possible in 2019.

Sean Ward made a motion to adopt the proposed 2019 Work Plan; seconded by Doug LaGrange. The motion passed unanimously.

Doug LaGrange made a motion to adjourn which was seconded by Frank Fazio and passed unanimously.

These minutes were approved at the September 21, 2018 Board of Director's Meeting.