

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

**MINUTES
Village of Green Island
19 George Street
Thursday, September 15, 2011
8:30-10:00 am**

Board of Directors Attending:

Alexander Gordon, Albany County
Justin Schievelbein, City of Albany
Erik Deyoe, Town of Bethlehem
John McDonald, City of Cohoes
John Dzialo, Town of Colonie
Carl Fleshman, Village of Colonie
Sean Ward, Village of Green Island
Paul Reuss, Village of Menands
Thomas Dolin, Town of New Scotland
Gerald Gordinier, Village of Voorheesville

Also Present:

Nancy Heinzen, Stormwater Coalition Program Coordinator
Melissa Ashline-Heil, City of Cohoes (Minutes)
Garry Nathan, City of Cohoes
David Dressel, City of Watervliet
Frank Fazio, SUNY Albany

Absent:

Ken Runion, Town of Guilderland

I. Approval of March 17, 2011 Minutes

Erik Deyoe asked to amend page 5 of the minutes to read “Erik suggested finding out what everyone else is doing and to remember the Coalition’s main purpose is to address MS4 permit requirements.” Paul Reuss moved to approve the minutes as conditioned. John McDonald seconded the motion which passed unanimously.

II. Budget Reports

1. Coalition Account

a. 2010

Nancy disclosed that the 2010 reserve fund discrepancy has not yet been resolved. Sean explained that two of the necessary County officials are part-time and everyone has had difficulty matching up schedules due to the flood, staff turnover and other unforeseen circumstances. He also clarified that the discrepancy is not the amount in the reserve fund but rather how it's tracked. Nancy added that Branigan calculates the reserve fund differently. The unspent \$10,669 should roll over.

b. 2011

Nancy provided the 2011 budget in the meeting packet. The far right column shows percent spent. Through budget adjustments Nancy moved grant money to cover Christina's position. Intern Patty Shultis was hired effective July 1st, 2011 which is also the start date for Christina's new position.

Within the computer supplies line, money had been budgeted last year (2010) to pay the CBI MS4 permit manager annual maintenance contract (\$3925.24). Due to delays, this annual maintenance charge was deferred by CBI, to be paid this year. In anticipation of this charge, that \$3925.24 was encumbered. Meanwhile, that same annual maintenance charge had been budgeted for 2011. As it will go unspent in 2011, it should be available to roll over into the reserve fund [N. Heinzen addition for explanatory purposes].

Other miscellaneous contractual Actual YTD expenditures include \$2000 for Albany County Sewer District services and \$8,000 for maintenance of AIMS, for a total of \$10,000. AIMS maintenance for 2011 included three tasks; first, an analysis of tax parcel layers, as a first step towards uploading more accurate tax parcel information; second, the upload of watershed delineations needed to complete ORI field sheets; and third, routine trouble-shooting for users. Of that, the portion allocated for tax parcel analysis and watershed map layer uploads, has been used up. User troubleshooting will continue until the end of the year [N. Heinzen addition for explanatory purposes]. In addition to these current year expenses, \$15,650 had been encumbered from the 2010 budget to cover website design fees. Of that, \$6000 has been paid to the vendor

Excess conference and training monies remain in the budget. Depending on member interest, some of this will be used for stormwater conference tuition fees. Otherwise the money will roll over to next year's budget via the reserve fund.

On the revenue side a portion of the \$165,000 in grant funds (personnel related) are mingled in the 2012 Coalition budget. Grant related expenditures tracked within the fees for services and miscellaneous equipment budget lines will be encumbered, therefore don't appear in the 2012 budget. This gets confusing. As a result, the Coalition has to carefully monitor the budget to track grant money spending.

Erik asked about the \$8000 DGS charge and how that gets washed out of the Coalition budget, pointing out that this could be a problem. Nancy agreed. Sean suggested creating separate accounts to clarify where money is spent. Tom Dolin asked what the Coalition actually received from the County. Nancy listed purchasing services, legal support for

purchasing services, and personnel related support. Tom then suggested reversing corresponding rents. Nancy explained that these services from the County are listed in the 2012 budget and that to match the \$8000 DGS charge in the 2012 budget; she had included a matching \$8000 in the revenue line. She doesn't know if this complies with budgeting procedures, and to date has been unable to discuss these details with either the comptroller's office or management and budget. [N. Heinzen addition to clarify M. Ashline-Heil minutes]

2. Staffing

In addition to Christina's new position and the new intern, Patty Shultis, one of the other applicants, Josh Foster, decided to volunteer one day a week. Each Friday the volunteer will enter ORI data into the CBI-MS4 Permit Manager system.

3. Contracts

NYSDEC grant contract

The NYSDEC contract provides a reimbursement of costs so long as the Coalition work plan is approved. DEC reviewed the Coalition's paperwork, indicating everything is in order. However, since the contracting process is being reworked internally by NYSDEC resulting in delays, the Coalition does not yet have an executed contract. Alexander asked if that postponed the Coalition's actions. Nancy explained that the Coalition began work on the project at the recommendation of NYSDEC and in the interest of time. It seemed safe to begin since the funding in "Attachment A", a document used by NYSDEC which includes the Coalition's funding, was approved.

Contract for Consultant Services-Green Infrastructure Local Law project

The model local law subcommittee (GILLAC) issued the request for proposals (RFP) for a consultant. Proposals are due by October 18th. GILLAC will host a pre-conference meeting to answer vendors' questions on September 26th at 1pm in the County Building.

Appendix II from the packet is the Scorecard that each municipality will receive. Completing the Scorecard will require the planners, engineers and highway department of each municipality to work together to determine what in the local code supports green infrastructure. The Scorecard is broken down into four categories: 1) reducing impervious cover; 2) preserving natural areas; 3) designing for stormwater management; and 4) promoting efficient infill. GILLAC created its own Scorecard, drawing from several others, since the Coalition represents a variety of municipalities: urban areas, suburbs and rural areas.

Jerry recommended that the municipality forward Scorecard answers to its Planning Board, municipal Board and elected officials.

GILLAC wants a vendor who has both legal and engineering expertise for the two year project which offers \$35,000 to the vendor. Alexander suggested NYSDOT as a possible vendor. Nancy added that DOT has attended Coalition educational offerings. She asked that any vendor with questions should be directed to the County Purchasing Department so that the Coalition gives consistent answers and can share any proposal addendums with all vendors.

GILLAC will score proposals on October 25th. The RFP timeline is setup to accommodate the County November 14th Budget meeting and the November 28th Contract Advisory meeting. Both approvals are needed before a vendor can be formally accepted. The group hopes the vendor starts work in January; however if no one responds to the RFP that would put the project behind. Since the Board of Directors doesn't meet until January, Nancy will e-mail the vendor selection recommendations to Board members.

Alexander asked if GILLAC set scoring standards already, which Nancy confirmed.

B. Coalition Work Plan

1. Coalition Work Plan 2011

a. Activities

The website has a design. However Nancy would like an image for the construction side of stormwater management to attract contractors to use the site.

ORI/CBI training took place in August. Patty and Josh are uploading field information. The Stormwater Management Plan, once completed, is on the list for uploading. At this time SUNY Albany and Guilderland will be working with Patty conducting ORI field work.

Webcasts are scheduled. NYS agencies have attended the webcasts.

b. Grant Activities

Using grant funds, the Coalition will be conducting 5 workshops, one for engineering credits, focusing on the NYSDEC Design Manual Green Infrastructure chapters (cost ~\$3000). Other workshops include: 1) a green infrastructure practices site tour; 2) a mock application for the Planning Board; 3) stormwater green infrastructure issues; and 4) stream daylighting and restoration. There is \$9,000 budgeted for workshops.

Since there are no minority women owned businesses that provide storm system mapping GIS services, the Coalition hired Fountain Spatial to assist with developing the storm system map. The map will unify the municipalities, such that infrastructure mapping information across municipal boundaries can be accessed and visualized.

At this time some municipalities have their own electronic files, each in different formats. Fountain Spatial is helping the Coalition, in particular Christina, the GIS tech create one data model, which includes storm structure map layers, and various attributes. Once the

data model is finalized, municipal maps will be migrated over to the shared data model format.

Alexander asked if details like pipe sizing would be included on the map. Nancy confirmed that would be labeled an attribute. At this time the Coalition still needs maps from SUNY Albany and Voorheesville. Erik asked if the program would document pipe slope, material, diameter, etc. so that a hydraulic model could be created from the information. Nancy confirmed that information would also be placed into the data model and uploaded into AIMS for everyone to view. Sean asked about CSOs. Nancy confirmed that CSO information will be included in the data model.

c. By Request

Nancy will be speaking about the Coalition at a training event.

C. Other Discussion Items - General Updates

1. Proposed 2012 Coalition Work Plan and Budget

Nancy needs approval of the 2012 budget so that it can be included in the County Executive's budget. However, since the rollover monies (reserve) are not resolved she questioned whether to present two budgets: one with and one without the rollover; or approve the budget without the rollover amount and add it later.

For the proposed budget, which assumes no additional revenue from the anticipated 2010 reserve, to cover grant funded personnel expenses itemized in the 2012 budget (\$45,843 of salary and fringe for the GIS tech) there needs to be a matching revenue line, which is other unclassified revenue.

Within that same budget line, to cover an anticipated 2012 invoice of \$15,000 for aerial imagery, to be reimbursed using Homeland Security grant funding, there is an additional \$15,000. According to County staff a matching revenue line had not been set up previously, therefore this is necessary. Should this invoice come due in 2011, a matching revenue line may need to be added to the Coalition budget. [NH addition, post Board meeting]

The County in-kind is the \$8,000 in question. On page three, in-kind budget items are listed within the County In-Kind DGS Shared Services Charge. They include office space, transportation, purchasing, etc. To cover this County In-Kind expenditure, Nancy included a stand-alone County In-Kind revenue line.

Membership Due revenue is based on Statement of Intent information received by from all Coalition members confirming their 2012 Coalition membership at the amounts listed.

Expenses are straightforward. Longevity is mandated. The temp help is Patty, the intern; she would like to work three more hours a week, next year if possible. Her rate is \$13 an hour and the few hours would be a tremendous help to the Coalition. She graduates in

August of 2012. If possible, adding to this budget those extra 3 hours per week would be helpful.

Nancy cut back on general supplies because the Coalition did not use up the funds allotted last year. Computer supplies funds AIMS related annual ESRI mapping software maintenance fees.

Alexander asked why the Coalition both owns and leases a copier. He asked whether the owned copier has a service contract. Nancy explained that the owned copier does not have a service contract. It is a color copier shared between planning, general services, etc. Therefore, any repairs or replacement costs would be divided. The leased copier is a black and white machine. Sean asked if the computers could print from the copiers to save money since all government levels are looking to cut back, the Coalition should not be exempt. Although the capability is there, Nancy didn't think the printers cost much to maintain. Sean pointed out toner can be expensive. He thinks the Coalition and all other entities and departments will be under a microscope due to property tax caps and other cutbacks.

Nancy calculated Patty's increase as costing \$1066 with no increase on the benefits she receives. Erik did not object to the increase since there's a backlog of work and she is only paid \$13 an hour. As a result, John McDonald moved to approve the increase, taken out of the reserves. Alexander Gordon seconded the motion which passed unanimously.

2. Meeting Schedule

Nancy shifted future Board of Director meetings to Fridays since Bradford Burns could not make Thursdays due to a conflict with Albany Water Board meetings. Meetings would remain quarterly. John McDonald asked to change the June 22nd date since he attends all of the graduations in his school district. John McDonald moved to change the June meeting to the 15th. Paul Reuss seconded the motion which passed unanimously.

3. Intermunicipal Agreement – Contract Ends 12/31/2012

Nancy informally proposed several amendments to the intermunicipal agreement. Minor changes include the fee schedule and dates. More substantive changes are needed to update the contract with non-traditional MS4s as well as the following sections:

§3.5 Nancy proposes strengthening the language to formalize involvement of CDRPC, Water Conservation District, etc. because an explicit arrangement would improve the relationship.

§4.0D Nancy proposes adding Management Program Plan to the draft Annual Report language. On page 4 she suggests referencing watersheds. Alexander asked how far back. Nancy did not have a specific boundary line as she just wanted to initiate discussion.

§5.4 Should updates to the Open Meetings Law be included in the document?

§6.0 Wording of Nancy's job title may need to be changed to reflect her growing role. The Coalition may also want to clarify her place in relation to the County. This past year, furloughs and salary freezes became an issue until Sean and Alexander interceded. If they are not available what defines how the Coalition staff fits into the County?

§7.3 Beyond basic functions should we create separate accounts to clarify accounting?

§8.3 Add costs of activities and itemization of membership fees because the Coalition performs those functions now.

§8.8 Nancy recommends adjusting the dates for Budget approval and submission of a letter.

Page 9 needs new population numbers, although the update won't change any municipalities' fee. Page 10 needs new execution dates. On page 14 §1110 requires a new expiration date for the newly executed Intermunicipal Agreement. Does the Board want it to stay in effect, 2, 3, 5 or 10 years?

Timewise, Nancy suggested sitting down with the County in January or February so that the agreement amendments are completed by June. The meeting could help clarify the host relationship. She also suggested giving the County Executives Office a heads up in November.

Sean reminded the Board that the Coalition is a minor issue for the County Executive's Office. The County is not only devastated right now, but will be undergoing a change in personnel in January. None of the staff have received raises in three years, and with a new County Executive taking office, faces may change. All employees are deemed county employees since the Board of Directors appoints subject to County approval. Although the Board approved a salary increase for Nancy last year, it was not received warmly in the County.

John McDonald thought that the fact the Coalition is self-funded might encourage the County to see the Coalition as autonomous. Erik feels that the Coalition raises funds and does the work in service of a County function. Sean countered that each municipality is responsible for its own annual report and individual permits; besides the County cannot afford to take over. Erik would like to at least see recognition that the Coalition is taking charge of the issue and that the host relationship is the most efficient means.

John McDonald suggested having the Sewer District host the Coalition since it is outside the general fund and the County Executive's Office has so many much bigger issues to handle. However, Sean pointed out that the Sewer District goes through the County Executive's Office. Alexander asked about civil service title questions. Nancy added that her own title is different than what work she performs. She is still titled a coordinator but performs the functions of a director.

Erik recommended sending out the comments electronically so the Board members could take a stab at the agreement. Then the Coalition can sit down with the County. Tom added that housekeeping items – date changes – should be amended now.

Sean asked if the Board should create a subgroup to work on the Agreement. Sean, Erik, Jerry and John Dzailo agreed to work on the Agreement. Erik volunteered Bradford Burns since he is an attorney. Jerry asked if the Town of Colonie is still interested in hosting the Coalition, which John will check on, but he believed it was still a possibility.

4. Letters

Nancy provided the information for a grant letter of support for the Albany Community Challenge Planning Grant.

She also suggested a letter to FEMA and DEC concerning the FIRM maps that were completed two years ago but have not yet been issued. Unfortunately the funds are not available to pay the vendor who prepared the FIRM maps. Copies of the letter will be sent to Bill Nechamen at NYSDEC; FEMA; the DEC Commissioner; and County Executive Breslin at Tom Dolin's request.

The region relies on a 1970s map that is outdated. Occupants of areas that no longer flood are forced to pay the high premiums for flood insurance while those truly in a flood zone are unable to purchase flood insurance. Nancy asked for John McDonald's assistance in drafting the letter because of Cohoes' experience with flooding. She will send a draft to all Board members prior to releasing the letter.

5. Policy Guidance

Amedore Builders is constructing a Town of Colonie road out of porous pavement. As a result, the Town created a sign advertising the porous pavement and the Coalition is listed as one of the partners in the project. Nancy seeks guidance on whether the Coalition should be on the advertisement or whether educational signs should be created instead.

She created an educational piece concerning the same project. However, the Town of Colonie sign that advertises Amedore Builders is set and it's too late to change the format. Although the Coalition logo could be removed, Board members agreed to keep it on. Alexander added that the Board should state that the Amedore sign does not set a precedent.

Instead, John McDonald agreed that the educational piece Nancy created could be a template. Carl Fleshman will need to contact Nancy concerning a similar project in the Village of Colonie.

Nancy indicated that the Coalition will be named in a YouTube video clip about rain gardens created by Sue Lewis. Sean would like to see the clip.

Nancy also pointed out that the Coalition webpage will have Facebook capacity. Erik forewarned that the posts can create exorbitant upkeep. The Coalition already has a lot of work.

III. Close of Meeting

At 10:30am John McDonald moved to adjourn. Paul Reuss seconded the motion which passed unanimously.

NEXT MEETING: Friday, January 20th, 2011, Village of Green Island, 8:30am – 10:00am

These minutes were approved at the October 28, 2011 Board of Director's Meeting.

This was a special meeting called to address necessary changes to the previously adopted 2012 Coalition Budget.