

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

**MINUTES
Village of Green Island
19 George Street
Friday, March 16, 2012
8:30-10:00 am**

Board of Directors Attending:

Paul Penman, Town of Bethlehem (Alternate)
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
Tom Dolin, Town of New Scotland
Glenn Hebert, Village of Voorheesville
James Bulmer, City of Watervliet

Also Present:

Nancy Heinzen, Stormwater Coalition Program Coordinator (Minutes)
Garry Nathan, City of Cohoes

Absent:

Doug Melnick, City of Albany

I. Approval of January 20, 2012 Minutes

Jim Bulmer moved to approve the minutes. Tom Dolin seconded the motion which passed unanimously.

II. Reports and Discussion

A. Coalition Administration & Decisions

1. Coalition Account

a. 2011

Nancy reviewed the end of year 2011 budget, highlighting those budget lines funded with stormwater grant money and those funded with Coalition membership dues. For those budget lines with unspent money, she noted how much she had encumbered for known expenses and how much would most likely be rolled into the Coalition reserve. According to the year-end 2011 budget report, there should be some money left over for the reserve.

She also pointed out that \$1000 currently in the 2011 budget for her health insurance buy-out (unspent) should have been paid to her in 2011, but wasn't. That money should go into the Coalition reserve and will need to be applied to the 2012 budget for payment in 2012.

b. 2012

Nancy reviewed the 2012 budget, highlighting the payment by all Coalition members of their annual dues. Expenditures of note included salary payments, renewal of ESRI GIS licenses (AIMS Arc Server software; desktop GIS, two seats), and purchase of the 2012 Center for Watershed Protection webinar series.

2. Staff

There are no changes in staffing at this time, and both the GIS Tech and Student Intern continue to work very hard, providing great value to the Coalition.

3. Board Members and Working Group

Albany County needs to appoint a Board representative to replace Sandy Gordon. That will happen over the next several months.

B. Work Plans

1. Coalition Work Plan Implementation (2012)

General Activities:

For interested MS4s, Patty Shultis, the student intern continues to enter ORI field data into the CBI-MS4Web Management System. This includes photos and corrections to pre-existing information.

The Coalition purchased the 2012 Center for Watershed Protection webinar series and the first webinar was at the Pine Bush Discovery Center on February 29, 2012. Future webinars will be located at Cornell Cooperative Extension, 24 Martin Rd and Albany County, 112 State Street.

The Coalition will again submit a Joint Annual Report and sessions have been scheduled with each MS4 to discuss Annual Report activities. Due to lack of attendance at previous meetings, the Coalition will not hold a Joint Annual Report Public Meeting this year.

Grant Activities:

The first of four training workshops, with this one focusing on green infrastructure requirements in the 2010 NYSDEC Stormwater Management Design Manual took place on January 31, 2012 at The Crossings of Colonie. There were 87 attendees, including speakers, and a broad cross section of individuals participated, including consulting engineers for municipalities, planning board appointees, MS4 program staff, and various staff from organizations helpful to the Coalition with the demonstration rain garden initiative (Albany County Soil and Water and Cornell Cooperative Extension Master Gardeners).

The next workshop, if approved by Capital District Regional Planning Commission staff, will involve a mock planning board review of a green infrastructure project. That role play is tentatively scheduled for presentation at the CDPRC Local Government Planning and Zoning Workshop scheduled for June 20 at Hudson Valley Community College.

The other workshops have yet to be scheduled. One will involve a tour of green infrastructure practices; the other will focus on storm system infrastructure and stream day-lighting.

Leslie Lombardo and Nancy have met with the consulting firm, Barton and LoGuidice to discuss the likely implementation schedule for the Green Infrastructure Model Local Law project. Leslie and Nancy are co-chairs of the Green Infrastructure Local Law Advisory Committee (GILLAC). The first task will be to analyze the results of the Stormwater Coalition Scorecard, an inventory of existing water quality laws filled out by all Coalition members.

C. Other

1. Website

The website is close to being launched. Nancy is fine tuning the text to make sure that it accurately describes the Clean Water Act and why the Coalition exists. Gramercy Communications has offered to do a Press Release announcing the launch and Nancy asked if the Board would like that to happen. They all said yes.

2. Stormwater Management Program Plan

Nancy showed Board members the DRAFT Stormwater Management Program document which is currently in binder form and consists of spreadsheets which include for each Minimum Control Measure, a list of Best Management Practices (BMP), with each BMP naming the Responsible Party and listing Implementation Tasks, Implementation Dates, Measureable Goals, and the Data Type used to measure the Measureable Goal. This format is based on the SWMP module in the CBI-MS4Web Permit Manager.

The intent is to first create a DRAFT SWMP agreeable to all the Coalition members, then load it into MS4Web Permit Manager and accessible to individual MS4s. At the last

Working Group meeting (March 13), members began the process of reviewing the DRAFT SWMP. To help complete the SWMP review process in a timely fashion, Working Group reps agreed to extend the length of Working Group meetings by a half-hour.

3. Intermunicipal Municipal Agreement (IMA)

Nancy presented the most recent version of the Inter-municipal Agreement, in particular explaining new items highlighted in green. As they were minor changes, there were few questions or issues raised. Supporting documents related to SEQR and municipal resolutions were pointed out to Board members.

In addition to the IMA, the contract between SUNY Albany and the Coalition will also need to be executed, as that contract also ends December 31, 2012. A copy of the current contract was included in the Board packet and pointed out to Board members.

When asked about due dates, Nancy explained that member governing boards will need to approve the IMA prior to the end of this year and before the County legislature adopts the 2013 budget. Given these deadlines, the IMA should be fully executed by September 30, 2012. Board members acknowledged that the IMA needs to be finalized at the June 15 meeting, as this will give them just enough time to secure governing board approvals.

4. AIMS Proposal

During the January 31 Green Infrastructure Workshop, Nancy demonstrated the Albany Internet Mapping System explaining to the group how it can be used to analyze green infrastructure opportunities and highlight potential stormwater issues related to a particular site.

In response, several consulting engineers who work for Coalition members requested access to AIMS. This raised several questions about access, namely, should consulting engineers have access via the Coalition member password and whether or not the Coalition could and/or should charge for this.

Nancy asked the Board what they thought, with the Board generally agreeing that charging a fee made sense. Nancy voiced concerns about how that would impact her time, pointing out that managing passwords, usernames, and invoices could be time consuming. John McDonald suggested setting up a credit card payment system and agreed to send Nancy information about the system used by the City of Cohoes.

Others asked if there were a way to track users and create a time sensitive password which automatically shuts down when the subscription ends. Also, selling access to a system which has data was thought to be potentially problematic.

As a way to avoid these problems and have some control over who “buys” the AIMS system, Paul Penman suggested setting up a “Friends of the Coalition” membership

category and to include that in the updated IMA.

Nancy agreed to discuss with the AIMS vendor, Fountains Spatial some of the technology questions, and Tom Dolin agreed to help Nancy draft potential IMA language related to a new membership category.

IV. Close of Meeting

At 10:30am, Paul Reuss moved to adjourn. Glenn Hebert seconded the motion, which passed unanimously.

NEXT MEETING: Friday, June 15, 2012, Village of Green Island, 8:30am to 10:00am.

Minutes approved at the June 15, 2012 Board of Director's Meeting.