

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

**Minutes
Friday, June 19, 2015
Village of Green Island
19 George Street
8:30 am to 10:45 am**

Board of Directors Attending:

Dennis Feeney, Albany County
Joseph Coffey, City of Albany
Garry Nathan, City of Cohoes (Board Alternate)
John Dzialo, Town of Colonie
Sean Ward, Village of Green Island, Chairman
Ken D'Arpino, Town of Guilderland
Lyle Darmetko, Village of Menands (Board Alternate)
Thomas Dolin, Town of New Scotland
Dave Dressel, City of Watervliet

Board of Directors Absent:

Jeff Moller, Village of Altamont
Paul Penman, Town of Bethlehem
George Primeau, City of Cohoes
Chris Bisognano, Village of Colonie
Paul Reuss, Village of Menands

Also Present:

Brian Kise, Town of Bethlehem (Board Alternate?)
Bill Pulver, Village of Colonie
Frank Fazio, University at Albany-SUNY
Nancy Heinzen, Stormwater Program Coordinator, Coalition
Christina Chiappetta, Stormwater Program Technician, Coalition (meeting minutes)
Ed Galvin (Citizen)

Meeting Called to Order at 8:35am.

I. Approval of March 20, 2015 Minutes

Gary Nathan made a motion to approve the March 20, 2015 minutes and was seconded by Dennis Feeney. It passed unanimously.

II. Reports

a. Coalition Administration

i. 2014 Budget-Reserve

Nancy Heinzen reviewed the reserve balance. It is \$82,674.51. Given the amount, this raises some questions. How much money should we hold

back in the reserve and how much should we spend? There may be items the Coalition would like to purchase. If so, the Coalition would need to move money from the reserve to other budget lines. She had a few suggestions.

Sean Ward mentioned that a percentage of the overall budget should be held in reserve; then, if exceeded, some the reserve should be spent.

ii. 2015 Budget Report

Nancy Heinzen reviewed the 2015 budget starting with membership dues; all dues have been paid.

There is \$1,600 now encumbered in the computer equipment line which needs to be spent this year or lost.

\$351.48 from the office supplies was spent on ORI test strips.

Some Conferences and Training funds were used to send three Albany County DPW staff to the 4 hr ACSWCD Erosion and Sediment Control training. There is \$535 remaining. This could be used for upcoming fall conferences or to partially cover the cost of attending StormCon2015 in Austin, TX.

\$457.52 was spent on printing for the hard copy SWMP plan distributed to members.

There is \$527.92 remaining in the equipment repair and rental line. That will go towards the copier/printer in the office.

\$9,000 has been spent from the miscellaneous contractual line for AIMS maintenance by Fountains Spatial and Albany County Sewer District support for the ORI Kits. The remaining funds will pay for MS4Web and Coalition website maintenance.

iii. Summer Staffing (County Legislature Summer Help & Student Volunteer)

Nancy Heinzen reviewed applications submitted to her as part of the County Legislature Summer Help (Internship) Program. This program is funded by the County legislature and interns are placed in County departments. ~10 applications were submitted and Katherine Crawford has been selected. Another candidate, Teresa Tai, was not as qualified as Katherine, but opted to stay on as a volunteer and started this past week. Teresa is arranging to receive academic credit.

iv. 2015 Board Representatives/Alternates-Updates

Nancy Heinzen reviewed Board meeting attendance and the current status of Board representatives and alternates. She mentioned that some members still need an officially designated alternate. Board representatives (permanent and alternates) need to be able to pass on information to those who can make decisions, or make decisions themselves, especially regarding money.

b. Stormwater Permits

- i. MS4 Permit Audits: EPA (UA1b-3/19/2015; V/Voorheesville-6/2015)**
No new updates from University at Albany regarding their EPA audit.

The Village of Voorheesville was audited this past week. When the Village decided to leave the Coalition (January, 2014), Nancy Heinzen sent a letter to Mayor Conway explaining that should the Village be audited by EPA or NYSDEC that the status and timing of all previous support from the Coalition would be important.

To address any ambiguities, the letter went on to explain which Coalition related products and services ended by which date. As a lead up to this audit, Nancy was contacted by Village staff regarding storm system mapping data. In response, Nancy provided the mapping information, along with the letter to the Mayor sent previously.

- ii. MS4 Permit Annual Report-June 1**

The Joint Annual Report was sent in on time. Nancy Heinzen explained that the information provided on MCM2 page 4 of 6 of the 2015 Annual Report points to where the public can access and make comments regarding the Annual Report and SWMP Plan. Nancy was told that this is being looked at more closely. Nancy surmised that this in response to the lawsuit where the extent and timing of public comments as written into the MS4 Permit had been called into question.

Garry Nathan questioned whether or not a municipality could be fined if that page was missing.

- iii. Joint Coalition SWMP Plan (SWMPv3 2015 to 2017)**

The SWMP has been posted on the Coalition website. The website still needs to be edited so that individual member pages point to the most current version of the SWMP (version 3).

iv. NYSDEC vs NRDC Court of Appeals Decision

The New York State Court of Appeals issued a decision on May 5, 2015. Elements of the lawsuit were a split decision, therefore the case may need to go to the United States Supreme Court.

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

i. BMP Highlights-Coalition Staff Activities/Other

1. BMP 1-6 Public Programs: 2015 CWP Webcasts; 4/23 APWA Utica - EPA Audits

The Coalition has hosted two Center for Watershed Protection webcasts; one focused on green infrastructure jobs, the other the industrial multi-sector general permit (MSGP). John Dzialo, from the Town of Colonie and Nancy Heinzen were speakers at the the APWA Utica conference. They spoke about EPA audits.

2. BMP 1-15 Tabling: Rail Trail-MHLC Solstice Event 6/20
Nancy Heinzen and Maryella Davenport, City of Albany Stormwater Program Coordinator will attend the Rail Trail Solstice program tomorrow (6/20). There will be a table with literature and activities.
3. BMP 2-11 WAVE: Coalition-Wide Plan
This is a Coalition-wide public participation program beneficial to all members. Mary Barrie (Region 4) has reviewed the plan and is satisfied with the approach. Nancy Heinzen and John Dzialo met to discuss 4 sites to assess. Two sites are in Bethlehem (Vloman Kill), one in Cohoes (Bush Kill), and one in the Town of Colonie (Delphus Kill).
4. BMP 3-2 Coalition Stormwater Mapper (AIMS): Fountains Spatial Mtg/AIMS Survey Results

Nancy Heinzen reviewed “AIMS In Transition” survey results. The survey which asked members if they use AIMS; who else uses AIMS; how they use AIMS; and what would they like to see in a future application provided helpful information.

Results show that that there is a core group of AIMS users, but it is a limited group. Also, that updates would be beneficial and that design issues and lack of training may explain current use.

Meanwhile, Nancy Heinzen has been in touch with Fountains Spatial (Larry Spraker) about the faulty server and options we might have should we choose to overhaul AIMS. Web based GIS

technology has changed considerably since 2009 and Larry presented a variety of options.

According to Larry, we don't necessarily need to purchase a new server. We could use the Fountains Spatial server instead. Also, Fountains Spatial can create web-based forms, integrated with a GIS platform. The \$1600 currently encumbered for computer equipment could also be used to purchase tablets necessary for mobile applications of this kind.

Regarding costs, lacking a clear idea of what we want or need, makes it difficult. As a starting point, Larry threw out a very rough estimate of \$25-30,000 for an AIMS re-design and forms. Should the Coalition apply for and receive grant funds for mapping, these purchases may be eligible for reimbursement.

Based on his experience in the Town of Bethlehem, Brian Kise explained that cloud based forms were costly and not necessarily user friendly. Also, if the Coalition purchases its own server, then it would own the server and not have to rely on Fountains Spatial.

Some key questions. Does the Coalition want to upgrade AIMS? Does the Coalition want to apply for the grant? If yes, then minority & women owned businesses requirements might preclude Fountains Spatial from working with the Coalition immediately on a re-designed web mapper. This could impact costs and timing.

Others commented that AIMS is a platform beneficial to municipalities lacking other ways to display geographic data.

These questions were left unresolved.

5. BMP 7-3 Reg Realities: NYWEA Regulatory Dialogue (5/5)

Nancy Heinzen sat in on the NYWEA meeting on May 5, 2015. She found it helpful and informative to be there.

6. BMP 8-18 IDDE Training: ORI (5/6)

This training was initiated by Mary Barrie (NYSDEC Region 4) who serves on the Schenectady County Water Quality Coordinating Committee (SCWQCC). The purpose was to demonstrate how to use the Coalition ORI Kits. The training was located on the Patroon Creek, Village of Colonie Cook Park. There was a great turn-out from Schenectady and Albany County MS4s and the event was a good refresher for Coalition members.

ii. Individual Member 2015 Points (Current Activities and Observations)
City of Albany, V/Menands; T/New Scotland; C/WVliet; Albany County

Nancy Heinzen reviewed the hours used to date for municipalities with “Point” work. The “Point” work has not yet begun in the City of Albany or the Town of New Scotland. The work in the City of Albany will begin soon and revolve around mapping stormwater practices on privately owned property. Jeremy Kramer is busy right now but knows that the Coalition is ready to do work for New Scotland. Much of the Coalition “Point” work is weather dependent, thus some urgency in completing work for various MS4s.

In Menands, work has continued on ORI and facility audits. In the City of Watervliet, Nancy Heinzen and Dave Dressel have been working on IDDE and SWPPP Review related procedures.

III. Discussion

a. Inter-municipal Agreement (Final Content; Municipal Resolutions; Other Signatures; SEQR; Due Dates)

Nancy Heinzen reviewed minor edits to the Intermunicipal Agreement (IMA) since the March Board meeting. In Section 4.0 Functions of the Coalition, f. was added to make explicit that the Coalition would implement those components of the stormwater management program document (measurable goals) which pertain directly to the Coalition. In Section 7.0 Finances of the Coalition; Item 7.6 was reworded to clarify that should the Coalition receive grant funding that the processing of grant funds would occur out of an additional appropriation account managed by the Coalition. This would address issues related to the Coalition reserve balance.

Nancy Heinzen explained that by September 30, 2015, the Coalition needs at least 10 municipalities to adopt resolutions authorizing their chief elected official to sign the inter-municipal agreement. She reminded members to submit two signature pages to her each with the original signature.

Sean Ward suggested voting on passing the IMA at this Board meeting. A motion to approve the IMA as a final document was made by Joe Coffey and was seconded by Garry Nathan. It passed unanimously.

Nancy Heinzen asked about the signature pages, in particular whether or not to include the Village of Altamont and Village of Voorheesville. She was advised to keep the Village of Altamont and to drop the Village of Voorheesville. While the Village of Altamont intended to drop out of the Coalition, she had yet to receive paperwork to that affect, therefore include their signature page.

b. Proposed 2016 Budget (What To Do With the Reserve? Who Wants Points?)

Nancy Heinzen reviewed the proposed 2016 budget. It is based on two assumptions: 1) municipalities who purchased “Points” in 2015 would do so in 2016; and 2) the Village of Altamont is dropping out (no dues). She asked if #1 was true. Those representatives in attendance said yes (City of Albany, City of Watervliet, Town of New Scotland and Albany County). The Village of Menands representative anticipated a “Yes”, but that would need to be confirmed by others from the Village.

Nancy Heinzen pointed out other budget items. The reserve balance of \$82,675 includes money budgeted in 2014 to cover accrued vacation costs for two full time employees. As long as the Coalition keeps that money in the reserve, there is enough to cover the full amount of any vacation liability (\$17,224) immediately and into the future. For this reason, budgeting additional money to cover that same liability is unnecessary. Consequently, the accrued vacation for 2016 line is \$0.

There is funding for a part-time administrative assistant, thought to be helpful given various administrative, clerical tasks associated with Coalition operations and the MS4 Permit.

While Nancy may need a new laptop within the next year, no money has been budgeted for computer equipment.

Fringe expenses are still an unknown; these will be available September from the County.

Most budget lines have remained relatively the same.

Given that the appropriated reserve is \$82,675, Nancy Heinzen floated the idea of using some of the reserve to pay for the AIMS re-design, update, and form design (\$40,000). After covering the accrued vacation set aside of \$17,224, this would leave the Coalition with \$25,451 in the reserve (14% of the total budget revenue/expenditures). Conceivably, if the Coalition applied for and received grant funding for mapping and program related expenses, the AIMS redesign expense would be reimbursed.

Given various unknowns, this idea was not pursued further.

Instead, transferring some of the reserve funding to cover the full cost of attending the StormCon2015 conference in Austin, Texas was proposed and discussed. This was estimated at \$1700 (airfare, registration, lodging, food).

Given County policy regarding conferences, to justify the expense Sean Ward suggested that Nancy Heinzen draft a memo which explains the benefits of attending the conference.

A motion to approve a budget transfer of \$1,700 from reserve to the Conferences-Training line was made by Tom Dolin and seconded by Joe Coffey. This passed unanimously.

A motion for Nancy Heinzen to go to StormCon2015 with a budget cap of \$1,700 was made by Garry Nathan and seconded by Dave. This passed unanimously.

To cover the cost of future national stormwater conferences, the Conferences-Trainings line for 2016 was increased to \$1,700 to be funded from the reserve.

A motion to approve the 2016 budget was made by Dennis Feeney and seconded by John Dzialo. This passed unanimously.

c. Proposed 2016 Work Plan (Organization and Content)

Nancy Heinzen reviewed the proposed Coalition Work Plan for 2016.

While the Work Plan matches the organizational structure and content of the SWMPv3 document (Minimum Control Measures-MCMs; Best Management Practices-BMPs; and Measurable Goals), it only includes those goals pertaining to Coalition staff for the upcoming year. The goals themselves reflect the BASIC Functions of the Coalition as defined in the IMA and are of benefit to all Coalition members.

MCM 7 Stormwater Program Management includes many goals for the Coalition. They relate to Coalition operations, regulatory responses, and supporting program management tools.

MCM8 Training is a new MCM intended to consolidate all training related permit requirements and better highlight Coalition specific goals.

A motion to approve the 2016 Work Plan was made by Joe Coffey and seconded by John Dzialo. This passed unanimously.

**d. REDC/NYSDEC Round 12 WQIP Grant (Due July 31, 2015 & County RLA)
-Content w/DEC & NH Comments, Concept; Pros/Cons, Decision**

Nancy Heinzen reviewed the Comprehensive System/Program Mapping grant requirements, all of which relate to MS4 Permit requirements. The requirements include basic, required, and additional map elements.

As this is a Regional Economic Development Council (REDC) Consolidated Fund Application, Nancy described questions unrelated to the MS4 Permit, which would need to be addressed.

Nancy Heinzen then went through her grant concept. Essentially, most of the projects would require high-level technical staffing. She acknowledged obvious timing issues, but pointed out that it is a very relevant grant. More research is also needed regarding mapping needs, how best to develop forms linked to a GIS, and related costs.

Procedurally, steps have been taken to secure authorization from the County to apply for the grant. This requires a resolution from the County Legislature.

Nancy Heinzen will meet with Keith Menia, Town of Bethlehem GIS Coordinator and Larry Spraker from Fountains Spatial to get more information about GIS options. She will also discuss the grant with Coalition Working Group representatives, and then circulate an e-mail to the Board to vote yes/no to apply for the grant.

E. Next Steps

-IMA Signatures; 2016 Workplan & Budget Statement of Intent; Grant Statement of Intent (?); Reserve Budget RLA (?); \$1600 Encumbrance

A motion to adjourn was made by Garry Nathan and seconded by Dave Dressel. This passed unanimously.

NEXT BOARD MEETING

Friday, September 18, 2015, V/Green Island, 19 George Street, 8:30am – 10:00am

These minutes were approved at the September 18, 2015 Coalition Board of Director's meeting.