

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

**MINUTES**

**Friday, June 17, 2016**

**Town of Colonie**

**Public Operations Center**

**347 Old Niskayuna Rd**

**8:30 am to 10:00 am**

**Board of Directors Attending:**

Joseph Coffey, City of Albany

Paul Penman, Town of Bethlehem

Garry Nathan, City of Cohoes (Board Alternate)

John Dzialo, Town of Colonie, Chairman

Sean Ward, Village of Green Island

Ken D'Arpino, Town of Guilderland

Paul Reuss, Village of Menands

Jeremy Cramer, Town of New Scotland (Board Alternate)

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:**

Dennis Feeney, Albany County

Shawn Morse, City of Cohoes

Randy Rivera, Village of Colonie

Doug LaGrange, Town of New Scotland

**Also Present:**

Nancy Heinzen, Stormwater Coalition Program Coordinator, Coalition

Christina Chiappetta, Stormwater Program Technician, Coalition (meeting minutes)

John Dzialo called the meeting to order at 8:32 AM.

**I. Approval of March 18, 2016 Minutes**

John Dzialo moved to approve the minutes. Paul Reuss seconded the motion which passed unanimously.

## II. Reports

### A. Coalition Administration

#### 1. 2015 Budget Close Out – 2015 Reserve Balance

Nancy Heinzen reviewed the 2015 reserve balance provided to her by the County Comptroller's office. There is currently an "Undesignated Fund Balance" of \$62,126.25. Using the closed out 2015 budget Year-To-Date Revenue, Expense, and Encumbrance TOTALS, she walked the Board through how she thought the reserve balance had been calculated. Various items were confusing and different from previous years which prompted questions and comments.

In particular, money appropriated from the Reserve appeared to be tracked differently depending on when the funds were appropriated, during the year or for future budgets. All appropriated reserve funds, could however be explained (\$3046 for 2% salary increase; \$1700 for StormCon Conference; \$25,000 for AIMS web mapper redesign).

In 2015, the amount budgeted for Hospital and Medical Insurance was \$8500, but the actual cost was \$23,993. To address the shortfall, the County transferred in \$15,493. There was however no corresponding posting of actual revenue (\$15,493) to the Coalition account. Consequently, the total expenditure for Health Insurance was overstated by \$15,493 and ultimately a negative against our reserve balance.

Nancy acknowledged that talking with an experienced and available public sector/municipal comptroller would be helpful as some of her questions were for educational purposes. Questions pertaining to Health Insurance were however more concerning. The Coalition depends on reserve funds to cover vacation liability claims and serves as a buffer should a member drop out. The County management of health insurance needs to be explained and addressed as needed.

According to Nancy, various Comptroller's (Town, County) have mentioned setting up an Enterprise Fund, which may be a better way to manage Coalition funds.

Assuming the continued co-mingling of grant funds with Coalition membership dues, Nancy pointed out that once grant funds start to move through our budget there needs to be a careful and separate tracking of grant vs dues funded expenditures. This might improve our chances of addressing cash flow issues should our reserve balance become negative and we need to access those funds.

## **2. 2016 Budget Report**

All the dues are in.

The Temp Help Line is still there for a future part time person. Nancy Heinzen reached out to civil service for an administrative assistant type title with a potential to add on water quality education.

44049 Conferences and Trainings – available funds: \$32.00. Funds used to send people to trainings and purchase new educational DVDs.

44042 Printing and Advertising- available funds: \$1,583. Need to print brochures; may want to use funds for RADIX Sustainability Center signage, if available.

Equipment Rental-available funds: \$272.24. Funds to cover copier/scanner lease; may need a budget transfer to cover move related expenses.

Misc Contractual Expense – available funds: \$12,145. \$7000 allocated for mapper maintenance/training fees and \$3917 for MS4Web related services, billing anticipated. \$25,000 encumbered from 2015 is accounted for, consultant work in full swing, no bills yet.

### **3. AIMS Server Decommission** (Coalition Web Mapper Redesign/Data TXR & MS4Web/LJA Quote)

Once AIMS is decommissioned, the new web mapper will be hosted on the County server and MS4Web will be hosted on the CBI/LJ Engineering server. Nancy Heinzen, Christina Chiappetta, and John Dzialo have been meeting with VHB to design the web mapper. They are looking at purpose, functionality and map layers. The new platform will allow for the integration of GIS technology with the use of field based inspection forms.

### **4. Coalition Office Relocation Update**

The office has moved and things are organized sufficiently for the two staff.

### **5. Staffing** (Untapped Temp Help line; Vacation NH Aug 5- 19)

No change.

### **6. Updated Contact List**

The Stormwater Coalition in-house contact list has been updated, reflects

local staff changes.

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

**1. Status Report – NYSDEC & County-Coalition Contract**

**a. Grant Work Plan** (Grants Gateway; Content; Integration w/Coalition 2017 Workplan)

Nancy Heinzen entered the grant work plan into the Grants Gateway system. It proved to be very time consuming and delayed due to the office move, annual report, and City of Watervliet audit.

**b. Grant Budget** (Move related adjustments ; County Budgeting Dilemma– 1 or 2 Appropriation Lines)

Although the Coalition intermunicipal agreement states that, “Grant processing will occur out of an additional appropriations account as managed by the Coalition” a request for legislative action to accept the grant award and allocate funds to such an account was denied.

Based on past experience and the timing of grant expenditures and reimbursement checks it’s likely that the reserve balance will be negative at some point over the course of the grant. There does, however seem to be some confusion regarding accounting options and the effect these options will have on the reserve balance.

Scott Seigel agreed to clarify with various County departments the best way for the Coalition to go forward. It is clear, however that if the Coalition wants to proceed with the grant, they’ll need to accept the accounting conditions outlined by the County. Therefore Nancy will re-submit budget amendment paperwork for consideration by the County legislature (July committee meetings).

**c. Lead Applicant Certification Signature; MWBE Utilization Plan; Insurance**

This paperwork still needs to be completed and entered into the Grants Gateway system. Once the budget amendment paperwork is submitted, this will start.

**d. Staffing Preparation** (Civil Svce; U Albany-Ofce Sus/Student Intern/Prof Support Contract)

There is now a civil serve job description for new employees who will be hired under the grant, Coalition Stormwater Program

Technician Assistant.

## **C. Stormwater Permits**

### **1. MS4 Permit Audits (City of Watervliet - 5/11/2016)**

City of Watervliet was audited. The audit seemed to go well, but no report yet from NYSDEC.

### **2. MS4 Renewal Permit WMAC Sub-Committee (Reps, process, content possibilities to date)**

An MS4 Permit Renewal Subcommittee has been created to review the MS4 Permit. Nancy attended the last meeting. The discussion covered what was going well, what needed to change, and various sections related to Storm Water Management Program (SWMP) requirements, etc.

The next meeting will cover wording in the current permit pertaining to coalitions. Representation to these meetings is shared out among stormwater staff from Capital District counties with inter-MS4 committees or coalitions (Albany, Schenectady, Saratoga, and Rensselaer).

## **D. Coalition Work Plan (2015) & SWMPv3 Plan BMPs**

### **1. Highlights-Coalition Staff /Joint MS4 Activities**

BMP 2-2 Joint Annual Report – June 1; BMP 7-4 SWMP Document Update; BMP 2-11 WAVE (Sites and Volunteers); BMP 3-2 Coalition Web Mapper (Design/Server Decommission); BMP 7-7 Procedures and Forms Compendium - Guidance Doc for MS4s/Construction Pmt Oversight; MCM 8 Training: Multi BMPs 6/22 New Bluebook; 2 CWP Webcasts

### **2. Individual Member Points-Update & Questions**

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

Christina Chiappetta completed “point” work in Albany County and is in conversation with Menands about work to be completed. Nancy Heinzen worked with the City of Watervliet on procedures. Work for the Town of New Scotland will move to the fall because it entails post-construction practices mapping and can be intertwined with the grant. Coalition staff will reach out to Neil O’Connor from the City of Albany about point work.

### III. Discussion/Approval/Adoption

#### A. 2017 Coalition Workplan (Priorities & Points Content, Work Load, Relationship To Grant)

Nancy distributed a handout which combined into one document a list of tasks stretching from 2016 until 2020. The handout included known deadlines for the release of the renewed MS4 Permit; the end date of the current Coalition inter-municipal agreement; and the end date of the NYSDEC Mapping Grant contract.

Tasks were organized into four general categories: tasks pertaining to Coalition management and operations; MS4 Permit implementation tasks of benefit to all Coalition members; implementation tasks of benefit to Coalition members who purchased points; and Coalition tasks funded with grant money of benefit to all Coalition members.

Tasks were categorized as high, medium, or low priority and left blank were specific tasks requested by MS4s as “point” work. The proposed Coalition workplan for 2017 was bracketed as a sub-set year within the overarching five year plan.

Nancy reviewed high priorities for 2016 and 2017: mapping outfalls because it is also part of the grant, hiring new staff to conduct the grant work, mapping post construction practices, mapping facilities, designing the new mapper, etc.

Medium mapping priorities include mapping areas with specific pollutants of concern, mapping the age of properties using SHPA, all of the student-oriented mapping work, etc.

A motion to accept the 2017 Coalition work plan was made by Paul Reuss. This was seconded by Dave Dressel which passed unanimously.

#### B. 2017 Coalition Budget (Submitted to County Exec; Decisions & Adjustments)

Nancy presented the proposed budget for 2017. She included the full \$24,000 for health insurance as that seems to be the cost of health insurance repeatedly charged to the Coalition and she assumed that all of the MS4s who had previously requested “point” work who do so again. She also included funding for a part time administrative assistant.

The status of point work for next year was discussed. The City of Albany decided to not purchase a point for next year. Others said yes, but depending on their needs may request a different point amount (example .5 points instead of 1 point). Several MS4s were concerned about the new permit and preparing for that.

It was mentioned that should “point” work MS4s decide to not purchase points, in order to pay for two full time Coalition staff, the Coalition may need to increase all dues or draw from the reserve.

Nancy then, using her laptop, walked through possible ways to reduce expenses, so that the dues were close to what members were currently paying. She changing the health insurance cost to \$8,000; removed the revenue “point” from the City of Albany, changed Watervliet, Menands, and Albany County to half a point, and removed the temp help line. No money was transferred into the reserve. This resulted in acceptable dues for 2017.

A motion to accept the amended budget was made by Jeremy Cramer. Garry Nathan seconded this motion which was passed unanimously.

**C. Next Steps** (Points Final Decision? Statement of Intent; Other?)

A motion to adjourn was made by Ken D’Arpino and seconded by Garry Nathan. This passed unanimously.

**NEXT BOARD MEETING:**

**Friday, September 16, 2016, 8:30am – 10:00am, Town of Colonie, Public Operations Center, 347 Old Niskayuna Rd**

*These minutes were approved by the Coalition Board of Directors at their September 16, 2016 Meeting.*