

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

**MINUTES
Village of Green Island
19 George Street
Thursday, June 17, 2010
8:30-10:00 am**

Board of Directors Attending:

Paul Reuss, Village of Menands
James Bulmer, City of Watervliet
John McDonald, City of Cohoes
Erik Deyoe, Town of Bethlehem
Sean Ward, Village of Green Island
Alexander Gordon, Albany County
Gerald Gordinier, Village of Voorheesville
John Dzialo, Town of Colonie
Bradford Burns, City of Albany
Carl Fleshman, Village of Colonie
Ken Runion, Town of Guilderland

Absent: Thomas Dolin, Town of New Scotland

Also Present:

Nancy Heinzen, Stormwater Coalition Program Coordinator
Melissa Ashline-Heil, City of Cohoes (Minutes)
Garry Nathan, City of Cohoes

I. Approval of March 18, 2010 Minutes

James Bulmer moved to approve the minutes. Paul Reuss seconded the motion which passed unanimously.

II. Reports

A. Budget Reports

1. Coalition Account

All membership dues are paid.

The encumbrances column of the budget lists \$22,187 set aside from 2009 for invoices that have not been spent down yet. The computer equipment line will purchase a computer for Nancy and her computer will be available for the intern. Printing and advertising money paid for the door hangers and other publications. Nancy asked the Board whether she should use the \$20,285 currently set aside as a reserve to reduce membership fees. Alexander Gordon asked if there was a problem with kicking back

unspent money. Nancy indicated that John Branigan, who works in the County Comptroller's office, confirmed that \$20,285 is the amount left over as unspent from 2009 budget and that it is available to the Coalition provided the legislature approves the transfer of money from the reserve. This is a two step process. First the budget transfer is approved by a County committee, then the full legislature. There are stringent deadlines.

The 2010 budget includes Nancy's salary which is being spent down. The longevity raise has not been spent. The temporary help line pays the intern, Christina. Although there is money for a second intern, the new hire left after two days. After such a disappointment – resulting from the lengthy and expensive process of finding and vetting the applicant who seemed ideal to perform field work just to lose him after two days due to anxiety he expressed about his hepatitis B vaccine - Nancy proposed changing the budget item to the educator position. She suggested making the position a year round part time position. Christina may have a friend who's interested, but she would need to move to the County, which could be a problem.

Board members agreed that Albany County must have plenty of eligible candidates. Chairman Sean Ward suggested municipalities forward potential candidates to Nancy. Nancy agreed to resend the civil service description of the position. Board members have until Friday, June 23rd to send the names of potential candidates. After that date the Coalition can look outside the county if no other qualified candidate is available.

Nancy moved on to office supplies and postage on the budget spreadsheet. Her office mailed out the Porous Pavement Workshop fliers since there are still over 20 seats available for the event. Intern Christina compiled a mailing list of contractors, designers, and development owners for the mailing. The event, scheduled for June 29th, features speakers from the state, design professionals and builders. The food and location are funded by grant money. At the end of the day, speakers will lead a tour to visit sites that successfully installed porous pavement. Alexander Gordon asked if County DPW or Department of General Service staff should attend. Nancy confirmed that DPW and code officers would benefit from the one day course. Next Nancy would like to use the same mailing to promote the Center for Watershed Protection Permeable Pavement webcast.

The travel mileage line item covers gas for the intern's travel. It is more convenient to reimburse gas than to reserve the County vehicles. Another \$731 is available to pay for municipal members' staff to attend small conferences. Printing and advertising has its own line for publications.

Using County Homeland Security money assigned to the Fees for Services budget line as a pass through, the Coalition paid Fountain Spatial \$34,800 for LiDAR data for which Nancy has 2' contour intervals. Next these shapefiles need to go to the GIS Clearinghouse. GroundPoint Technologies, sub-contractor to Fountain Spatial also provided information about how the LiDAR Digital Elevation Models (DEMs) were used to derive contour interval shapefiles. They also provided a guide on how to use these DEMs to create sub-watershed delineations and potentially sewer watershed boundaries. The miscellaneous contractual line item covers contractual obligations such as MS4 Permit Manager software and AIMS maintenance. Finally, although the social security line is pertinent to employment of Nancy and Christina, neither receives health insurance; therefore expenditure noted in that last line item for hospital and medical should be removed.

2. Grant

From the grant monies, \$18,445 is allocated for printing, professional services such as the design of Stormwater Practices General Maintenance Cards by Hazen and Sawyer and vegetation for rain gardens. Two thousand one hundred sixty four dollars goes to the Porous Pavement Workshop and sixteen hundred to the rain gardens: one in Voorheesville and one on SUNY Albany campus. The grant ends on October 31st, but Nancy would like everything completed well before that date in order to close it out properly. Leftover money will most likely go towards printing more General Maintenance Cards, John McDonald moved to approve the budget. James Bulmer seconded the motion which passed unanimously.

B. Coalition Work Plan

1. Sub-Committee Reports (Ad-Hoc)

a. Education & Public Participation

1) Getting to Know the Stream Next Door

Previously, Gerald Gordinier proposed holding a watershed education program at Vly Creek near the elementary school. Nancy and Christina worked with four classes of third graders; each class had ~22 children. The group learned about watersheds, performed micro invertebrate testing by kicking the stream to determine the stream's cleanliness, and discussed how property maintenance can affect the stream. Gerry reported that the children learned and retained much of the lesson.

2) Normanskill Farm-Project Wet presentations

The City of Albany provides educational programs in the spring and fall at the Normanskill Farm. Nancy and Christina taught various Project Wet concepts at that site.

b. Construction and Post-Construction (*General Maintenance Cards*)

c. IDDE Program Implement

1) Outfall Reconnaissance Inventory

Erik Deyoe asked what municipalities can do if weather conditions do not make outfall reconnaissance possible. As an example, rain may prohibit some tests while lack of rain would prohibit test of flows. Nancy advised doing visuals and completing the ORI sheet as thoroughly as possible.

2) Albany Internet Mapping System

Still working on integration of outfall data from MS4 Permit Manager into AIMS.

3) Septic Systems Map

Creation of Septic Systems Map is a grant deliverable. This is a layer which could be added on to AIMS.

2. Intern Activities

The intern has been generating mailings and summarizing activities.

C. General Updates

1. Annual Report Submission

The Annual Report was submitted to NYSDEC by the June 1 deadline. The Report is available online on the Coalition webpage which is under the Albany County DPW page. Erik Deyoe asked for the URL to the Coalition and Annual Report online, and Nancy agreed to provide these to everyone.

Coalition staff drafted a document that explains where the numbers for MCM 1 and 2 came from. Nancy also summarized years 6 and 7 to check for trends. Finally she pointed out that a blank was created for the Year 8 Annual Report so that municipalities could fill in the information throughout the reporting year.

2. MS4 Permit-New Permit and Audits

Gerry Gordinier pointed out an audit is possible, and then asked if Nancy is available to help out at the audit. Nancy is currently helping the Town of Colonie with their July 6th and 7th audit scheduled by NYSDEC. Erik Deyoe added that the state representatives met with engineering and checked sites during Town of Bethlehem's audit.

Nancy made the new MS4 permit available since it describes what municipalities need to do.

3. MS4 Permit Manager Software

Josh Caraval found several bugs in the MS4 Permit Manager that the company has agreed to fix.

III. Discussion and Decisions

A. Intermunicipal Agreement (*Board Appointments & Proposed changes*)

Joe Legnard altered the language of the intermunicipal agreement to permit alternates on the Boards. The proposed language needs local board approvals. The existing and proposed language is located at §5.1 of the intermunicipal agreement.

Alexander Gordon asked if the alternate has full voting rights. Alternates would have full voting rights. Alternates would be appointed by the local governing board; if the governing board fails to act then the chief executive officer would appoint the alternate.

Nancy pointed out §11 of the intermunicipal agreement lays out procedures for amendments. She questioned whether SEQR would need an action today or whether the Board could approve the language to send to the local boards. Gerry Gordinier added that each municipality will complete a short form SEQR.

Bradford Burns from City of Albany explained that the process mandated by the language in the intermunicipal agreement makes it unlikely City of Albany will come to a decision. The current language requires City Council approval. Typically the city's executive appoints board members; in this case the Mayor.

Kenneth Runion suggested altering the language to state the local government will appoint a board member and an alternate, thereby leaving it to the type of local government: town, city, village or county. Sean Ward explained that the County needs it specified. Kenneth Runion asked when the local government needs to make a decision. Sean Ward indicated that the Board of Directors would make a decision at its September meeting.

Alexander Gordon moved to approve the language change proposed by Kenneth Runion. Erik Deyoe seconded the motion which passed unanimously.

B. Budget and Work Plan

Nancy submitted a draft budget and work plan for 2011 in the Board of Director's meeting packets. The subcommittee discussed the budget and work plan based on previous years' versions. The budget is due at the county by June 30th. Managing operations, listed under letter "e," is focused on the following:

1. preparing for the year 2012 and the end of the intermunicipal agreement;
2. shifting to green infrastructure;
3. creating a single entity; and
4. program management plan, which involves:
 - 1) developing SWMP for each municipality and for the Coalition;
 - 2) highlight areas of concern;
 - 3) annual report
 - 4) public outreach website;
 - 5) publications;
 - 6) outreach;
 - 7) permits;
 - 8) volunteers for field work using Center for Watershed worksheets;
 - 9) mapping in AIMS, training people and adding layers;
 - 10) creating a public version of AIMS; and
 - 11) standardizing enforcement.

Nancy's salary for 2011 requires a determination. Subcommittee members proposed an increase in salary for Nancy. Nancy then developed a break down of her salary based on insurance buyout, step increases, hours, etc. Kenneth Runion stressed that he would need to abstain from a vote on granting Nancy a raise. Although she deserves it, employees in his municipality will not receive raises due to the decrease in funds and the cap on property taxes. Therefore, equally deserving employees will not receive the same percentage increase as she would be given. Sean Ward pointed out that Nancy's pay rate has remained flat for a few years.

Next the Board discussed money available in the reserve. The Board considered three options for determining how much of the reserve to use for next year's budget. First, the members could pay \$2,000 less in annual dues next year and make up for the reduction by using reserve funds. Second, the members could pay the same dues and leave the reserve alone. Third, the members dues could be reduced significantly and the reserve used up. Most members agreed that the most of the reserve should remain in case of a loss of funding. John McDonald proposed a hybrid decision that requires the same dues from members and \$6,000 from the reserve.

Other items on the budget agenda included setting aside money for replacing the AIMS server (computer equipment) in 3-5 years, maintaining cameras and printers, paying for copier fees, GIS maintenance, ArcServer software maintenance for AIMS, air cards for the laptops so users can access AIMS, travel and mileage, printing downloads, and AIMS maintenance. AIMS maintenance Coalition costs could decrease if the County contributes. Alexander Gordon suggested setting aside half the reserve for AIMS in case the County does not contribute. Gerry Gordinier countered that the Coalition should not pay for the AIMS at all if the County does not contribute. Nancy added that some municipalities have a private GIS capability and do not use AIMS. She also pointed out that some municipalities in other regions, namely Clifton Park, found that the county public GIS web mapper is better than their own public mapper, so dropped their own mapper.

Nancy provided web mapper usage numbers for Coalition members at 60 in 2009 (year AIMS was launched); 300 in Colonie for their public mapper, 900 in Saratoga County for their public mapper, and 2000 in Schenectady, for their private system. She also averred that since the Coalition invested so much time and effort into the system (\$52,931 cash from grant, and additional support as in-kind labor) it seems a waste to drop support for AIMS. If the County chose to support AIMS, independent of their Coalition membership, whether or not it is a public or password protected system, it would cost the Coalition and the County \$6,000 each to maintain the AIMS (annual

fee of \$12,000). Designing a public version of AIMS as a spin-off of the existing password protected system would be an additional cost \$5,900 to \$10,000, depending on the type of public system created.

Carl Fleischman moved to grant a preliminary approval to the proposed 2011 budget. John McDonald seconded the motion which passed unanimously.

James Bulmer moved to adjourn the meeting at 10:40am. John McDonald seconded the motion which passed unanimously.

IV. Close of Meeting

NEXT MEETING: Friday, September 17, Village of Green Island, 8:30am – 10:00am

Minutes approved by the Board of Directors on September 17, 2010.