

*Stormwater Coalition of Albany County  
Board of Directors*

**Friday, March 16, 2018  
Town of Colonie, Public Operations Center, 347 Old Niskayuna Rd  
8:30 am to 10:00 am**

**MINUTES**

**Board of Directors Attending:**

Dennis Feeney, Albany County  
Lucas Rogers, Albany County, Liaison to County Executive's Office  
Neil O'Connor, City of Albany  
Garry Nathan, City of Cohoes (Meeting Notes)  
John Dzialo, Town of Colonie (Chairperson)  
Ken d'Arpino, Town of Guilderland (Board alternate)  
Sean Ward, Village of Green Island  
Paul Reuss, Village of Menands  
Doug LaGrange, Town of New Scotland  
David Dressel, City of Watervliet  
Frank Fazio, University at Albany-SUNY

**Also Present:**

Nancy Heinzen, Coalition Stormwater Program Coordinator

**Absent:**

Paul Penman, Town of Bethlehem  
Randy Rivera, Village of Colonie

**I. Approval of January 19, 2018 Minutes**

A motion to approve the January 19, 2018 Board Meeting minutes was made by Doug LaGrange, which was seconded by Sean Ward. David Dressel abstained. The motion passed unanimously.

**III. Reports**

**A. Coalition Administration**

**1. 2017 Budget Report (Grant Voucher 2; Encumbrances)**

Nancy Heinzen reviewed the Itemized 2017 Budget Report pointing out the grant reimbursement check received from NYSDEC for \$112,948.45 (Voucher #2). The original posting was for \$89,485.61, followed by an adjustment of \$23,462.84

bringing the total to \$112,948.45.

There is \$13,914.19 remaining in the Stormwater Program Tech Assistant line. These are grant funds which reflect a two-month gap between the time Tim Koch resigned and Jared Flagler was hired. Various 2017 non-grant (dues) funds have been encumbered, specifically \$1600 for a powerpoint projector and \$6688.00 of \$7000 budgeted for GIS consulting services from VHB Engineering.

The Coalition was charged for two months of \$30.20 telephone expenses which although an in-kind service continues to be intermittently charged and intermittently corrected. Hospital and medical insurance charges were corrected.

Across four budget lines, there remain grant funds encumbered from the 2016 budget, specifically \$6,693.31 from the Office Supplies line; \$3025.84 from Travel/Mileage; \$11,369.06 from Miscellaneous Equipment; and \$131,890 from the Fees For Services line.

## **2. 2018 Budget Report (Dues Payments, Other)**

All dues have been received. City of Albany and Town of Bethlehem dues were recently deposited into the Coalition account. They have yet to appear as revenue in the budget report.

Funds were used to purchase supplies for the Outfall Reconnaissance Inventory (ORI) kits; register members for stormwater trainings; and buy mapping software to support the SwIM application.

## **3. 2% Raise Issues Report**

On March 2, Nancy Heinzen met with the County Commissioner of Human Resources; Commissioner of Management and Budget; and Lucas Rogers, County Executive Policy Analyst to discuss concerns and questions regarding the 2018 2% raises.

The meeting was informative resulting in a better understanding of what happened at the end of 2017 when payroll amounts were calculated for the upcoming year. The meeting established who needs to know what by when regarding 2% raises for Coalition staff.

After the meeting a request for legislative action (RLA) was submitted to move \$1434 from the Temporary Help line to cover 2% raises for Joe Cleveland and Jared Flagler.

#### **4. Board Rep Changes?**

No changes, other than adding Garry Nathan to the Village of Green Island list of representatives.

#### **5. Letter of Support Request**

Joe Murphy and Rob Breen from Anam Earth Center contacted Nancy Heinzen about having the Coalition submit a Letter of Support for their EPA Health Watersheds Consortium grant application. They were interested in developing a model and strategy for creating Watershed Improvement Districts and needed a Letter of Support in two days.

After discussing it with John Dzialo, both Nancy and John agreed that the turnaround time was too short. Also, while intriguing, the project didn't quite align with our own interests regarding MS4 Permit requirements. Nancy Heinzen declined.

### **B. NYSDEC WQIP Rnd 12 Grant (REDC) (\$486,720; #C00081GG, End Date 4/30/2020)**

#### **1. Mapping/UAlbany Projects/Forms/Imperviousness Update**

Coalition staff are mapping in the Village of Menands and Village of Green Island. Completed mapping has been posted on SwIM for the City of Cohoes and City of Watervliet.

After the Village of Menands, mapping will start in the Town of New Scotland and Albany County. City of Albany mapping needs and schedules have been discussed with City staff and discussions are underway with the Town of Colonie regarding which data they might want to post on SwIM. The Town of Bethlehem is doing their own mapping.

The UAlbany interns continue to work 10 hrs/week on their projects. They are making steady progress, despite various ups and downs. No progress yet securing a consultant to map imperviousness and building footprints. Jared Flagler developed a preliminary "ORI" ESRI Survey123 Form. The purpose was to test the technology and gauge how difficult it might be to complete Survey 123 forms in-house.

## **C. Coalition 2018 Work Plan – Implementation**

### **1. Coalition Staff /Member Activities** SWMP Plan; 2018 Annual Report; SWT Courses

The MS4Permit Manager software was upgraded. While there are new, better features; some functionality was lost. Despite the changes, the Coalition will continue to use the software to update their SWMP Plan.

SWMP Review/Annual Report sessions will be scheduled for the first week in April and again Coalition members will submit a Joint Annual Report due June 1.

## **III. Discussion/Decisions**

### **A. 2019 Budget and Staffing – Research and Options**

#### **1. Program Gap Analysis – What did it tell us?**

Nancy Heinzen reviewed sections of the DRAFT MS4 Permit highlighting new activities or more rigorous requirements. She explained results of a MS4 Permit/program analysis where MS4 Program Coordinators evaluated their own program across various MCM requirements as either 1-Poor; 2-Adequate; or 3-Excellent. Individual and collective program strengths and weaknesses were evaluated, and trends identified if suggested.

MCM2 Public Participation and MCM 5 Maintaining Post Construction Stormwater Management Practices tended to be weak areas for all members (Poor).

#### **2. Program Needs - Coalition Priorities/Individual MS4 Interest in Staff Support**

She then reviewed the results of a Working Group session where members brainstormed program items of interest to all members and some members identified specific program implementation needs.

Using the results of the Program Gap Analysis and program items of interest she presented possible staffing configurations necessary to provide core Coalition services and address Coalition-wide and individual program short comings.

#### **3. Job Specs; Salaries; Staffing Research**

To explain the status of stormwater related jobs, she walked the Board through a set of Civil Service job descriptions related to managing stormwater and pointed out the range of starting salaries for each job title. The source of funds used to support these positions was provided, if available and the role of County

governments elsewhere to financially support Coalition stormwater positions was explained where appropriate.

## **B. 2019 Budget Options & Considerations**

### **Budget 1: Familiar**

### **Budget 2: Different – Acknowledging The Gaps**

Based on the various staff scenarios, salary needs, and various assumptions a set of budgets were presented and explained. Each budget affected membership dues differently and in general any significant increase in dues was met with concern.

Members were asked to get back to Nancy regarding a dues amount considered “manageable” and the County Host Liaison agreed to discuss with others more financial support from the County. Nancy agreed to distribute by email the budget documents, making it possible for others to manipulate the costs and allocation of dues, potentially identifying an equitable allocation of dues.

## **C. A SwIM/GIS Policy Document**

### **1. Proposed Topics and Issues/Questions for Working Group**

Not discussed.

Doug LaGrange made a motion to adjourn which was seconded by Sean Ward and passed unanimously.

*These minutes were approved at the June 15, 2018 Board of Director’s Meeting.*