

*Stormwater Coalition of Albany County
Board of Directors*

**Friday, September 21, 2018
Town of Colonie, Public Operations Center, 347 Old Niskayuna Rd
8:30 am to 9:50 am**

MINUTES

Board of Directors Attending:

Dennis Feeney, Albany County
Scott Siegel, Albany County
Lucas Rogers, Albany County, Liaison to County Executive's Office
Neil O'Connor, City of Albany (Board alternate)
Paul Penman, Town of Bethlehem
Garry Nathan, City of Cohoes (Meeting Notes)
John Dzialo, Town of Colonie (Chairperson)
Peter Barber, Town of Guilderland
Paul Reuss, Village of Menands
Doug LaGrange, Town of New Scotland

Also Present:

Nancy Heinzen, Coalition Stormwater Program Director

Absent:

Randy Rivera, Village of Colonie
Sean Ward, Village of Green Island
David Dressel, City of Watervliet
Frank Fazio, University at Albany-SUNY

I. Approval of June 15, 2018 Minutes

A motion to approve the June 15, 2018 Board Meeting minutes was made by Paul Reuss, which was seconded by John Dzialo. The motion passed unanimously.

III. Reports

A. Coalition Administration

1. 2018 Budget Report

Nancy Heinzen explained that few purchases were made since the last Board meeting therefore few expenditures to report other than staff salaries. To date there have been no grant reimbursement checks received from NYSDEC, however a state voucher will be submitted to NYSDEC as soon as possible before the end of the year.

She pointed out a likely payroll error currently under investigation regarding the Stormwater Program Technician Assistant budget line (Flagler). While Flagler's lateral transfer to Cleveland's higher salary went through, it was not retroactive to the date Cleveland was fully paid out (5/31/2018). Others are looking into this and she will follow up as needed.

2. Contact List Updates (SwIM Access).

Nancy Heinzen reviewed the most current Coalition wide member contact list pointing out who from each municipality had been assigned a username and password to access the Coalition Stormwater Interactive Mapper (SwIM). Some members have multiple individuals with access, others one or two from their municipality.

Who actually uses SwIM is currently unclear. She thought that Planning Board members might benefit from the various map layers posted on the application. She will send username/password access forms to interested Board members.

3. 2019 Meeting Schedule

Nancy Heinzen reviewed the proposed 2019 meeting schedule for Board and Working Group meetings. A motion was made by Peter Barber to approve the meeting schedule, which was seconded by Doug LaGrange and passed unanimously.

4. Support Letters

Nancy Heinzen described and explained four letters the Coalition was asked to write in July in support of various grant applications. With the approval of the Coalition chairperson, John Dzialo these were submitted under her signature.

Letters as follows:

- a. Funding for Pace Land Use Law Center to conduct a 3 day Land Use Leadership Alliance Training (LULA) in the upper Hudson to include a fourth day of inter-municipal organizing around watershed and resilience issues

(Hudson River Estuary Program – Local Stewardship Planning)

b. Funding for the Town of Bethlehem to conduct a Street Tree Inventory and Community Forestry Management Plan

(NYSDEC Division of Land and Forests Urban Forestry grant)

c. Funding for the University at Albany to install green roofs, porous asphalt, and a pedestrian walkway for the NYS2020 Emerging Technology and Entrepreneurship Center (ETEC) project to include data collection and teaching opportunities.

(NYS EFC's Green Innovation Grant Program)

d. Funding for the Town of Bethlehem to buy a vacuum truck to be shared with the Town of New Scotland

(NYSDEC WQIP Grant – Consolidated Funding Application)

Peter Barber mentioned that as part of the County-wide Shared Services Program, the Town of Guilderland had a vacuum truck available to others.

5. Village of Colonie Letter(s) To/From Coalition

The inter-municipal agreement/memorandum of understanding states that members leaving the Coalition need to send a written notice. Nancy Heinzen explained that she had yet to receive a letter from the Village of Colonie presumably on their letterhead regarding their intention to leave the Coalition next year.

Lacking any written communication from the Village, she will still send an exit letter detailing which Coalition services end as of what date. Such documentation is helpful when an MS4 is audited.

B. NYSDEC

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

Quarterly reports have been filed on time. The next set of reports are due early October. A reimbursement voucher will be submitted by the end of the year to be posted for 2018.

2. DRAFT MS4 Permit Update

Nancy Heinzen explained that she, on behalf of the Coalition was invited to participate NYSDEC Stakeholder Work Group meetings scheduled for this fall. She went on to describe the first Work Group meeting in particular the MS4

Permit Renewal Sub Committee charge, the others state-wide participating in the sessions, the process used to analyze the many comments, and the various NYSDEC staff also participating in the sessions.

She's optimistic that the process will be fruitful for NYSDEC and provide some insight into what we can expect in the new permit.

C. Coalition 2018 Work Plan – Implementation

NOT GRANT: WAVE Stream Monitoring; 9/12 CWP Webcast – Storm and Green Infrastructure and Combined Sewer Systems

Nancy Heinzen shared photos of a WAVE Stream Monitoring event located in the City of Cohoes and briefly described the recent Center for Watershed Protection webcast.

GRANT: Nancy Heinzen distributed a handout detailing remaining grant deliverables to be completed this year and by the end of the year in 2019. She explained the various objectives, pointing out tasks for her to complete; tasks for the Stormwater Program Technician Assistant (Jared Flagler) to complete; and tasks for municipal members to complete with others.

In addition to routine grant management tasks, such as filing reports and submitting reimbursement vouchers a Request For Proposals (RFP) still needs to be written by Nancy Heinzen for consultant services, the purpose of which is to map imperviousness and building footprints County-wide.

If funds are available, three MS4s expressed an interest in having the same consultant develop estimates of how much revenue could be generated via an imperviousness based user fee and to also take a systematic look at all stormwater management related costs. These are optional grant deliverables approved by NYSDEC.

Given the many “RFP” related steps and remaining time to complete the grant, she expressed concerns about the optional elements of the RFP. If oversight and coordination is too labor intensive for either Coalition staff or interested members, these may need to be modified or eliminated. As the drafting of the RFP proceeds these considerations will be addressed.

Working closely with City of Albany Water Department staff Jared Flagler is currently mapping storm system infrastructure, municipal facilities, and post construction stormwater practices throughout the City. This will continue as long as necessary with an anticipated end date of mid-November.

Once completed the City of Albany data along with the Town of New Scotland data will be posted on SwiM. Other data from the Town of Bethlehem and Town of Colonie will be posted if provided. Next Jared Flagler will then map storm sewershed boundaries located within 3 watersheds (Krumkill, Patroon, and Ann Lee) and create “pollutants of concern” maps for individual municipalities. The bulk of this mapping work should be completed by the end of 2018.

Beginning in 2019 and lasting for the duration of Jared’s remaining time as a grant funded staff (~6 months) the focus will turn to converting existing paper forms to a digital platform using ArcGIS Online Survey123 technology. By January or February tablets will have been purchased for all MS4 members who requested them, cellular coverage purchased and activated, and members set up with an ArcGIS Online account. Various draft Survey123 Forms created by Jared to date will be tested in the field with input from interested MS4s. The goal is have a variety of acceptable forms to use in the field by mid-year (May/June).

While the grant deliverable to create 3 forms is minimal, if all Coalition members fully engage with the effort a variety of consensus building, technology, and data management challenges are likely to emerge. VHB the GIS consultant is available to guide and help as needed.

Various individual MS4s requested help with inspecting outfalls and conducting municipal self-audits for 2019, all ‘point’ hours detailed in the 2019 budget. As these Survey123 Forms are finalized they will be used by Coalition staff to complete these inspections.

In addition to the remaining grant deliverables, Nancy Heinzen pointed out routine Coalition administrative tasks, in particular the approval of a 2020 Work Plan and Budget by the Board in June 2019. She explained that the future of the Coalition for 2020 and beyond will need to be addressed by the Board before then.

III. Discussion/Decisions

A. 2019 Revised Budget – For Approval

- 1. Highlights – Budget Concept and 2019 Statement of Intent Results**
- 2. Grant Portion – 2018 Purchases and Encumbrance Liquidation Pla**
- 3. Observations**

Nancy Heinzen reviewed the 2019 Revised Budget explaining how the underlying concepts communicated to her by the Board at the June meeting were incorporated into the budget.

Revenue will come from two sources, member dues and remaining grant funds. With the exception of Menands all of the MS4/municipalities agreed to the dues

amount itemized in the budget sent out with the Statement of Intent Form. Several members also bought additional services or ‘points’ helping to offset an increase in dues for others. They were the City of Cohoes, Village of Menands, Town of New Scotland, City of Watervliet, and Albany County.

For the Village of Menands dues named in the Statement of Intent budget were reduced from \$13,951 to \$9,550, resulting in a revenue decrease of \$4,401. Given commitments already detailed in individual Statement of Intent Forms, rather than increase dues for the other MS4/municipalities expenses were decreased in the Vacation Accrual line by \$4,401. Should both Coalition employees resign without ‘using up’ their accrued vacation hours and funds in the Vacation Accrual line are insufficient, presumably the Coalition reserve will be available for this purpose.

All 2016 encumbered grant funds will be liquidated by the end of the year and Nancy Heinzen has been in contact with the Comptroller’s office about the exact timing of the liquidation process. Once liquidated, these grant funds are no longer available to the Coalition and if liquidated too soon, we can’t pay our 2018 bills. Typically the liquidation process starts in early November.

Nancy Heinzen pointed to a liquidation plan included in the Board packet which itemizes remaining expenditures and how much from each encumbered line will either be re-budgeted or moved to another budget line for what purpose. She showed where these budget lines are located in the revised budget and the items to be purchased in 2019.

Next proposed salaries were discussed with Nancy Heinzen explaining that of all the items in the revised budget, the salary lines were the most confusing and she needed the Board to make some decisions. She reminded the Board of recent staff resignations prompted by better, more secure salary offers elsewhere and explained that the salaries here were thought to be necessary in order to attract and retain qualified candidates. She was also personally interested in standardizing the work week such that all Coalition employees worked 40 hours per week.

Beginning with the Coalition Program Coordinator/Director salary, she explained that her salary line is a 35 hour work week at \$56,308 which if increased to a 40 hour week would be \$64,352. The revised budget amount is \$64,000 (rounded) with \$61,000 coming from dues and \$3000 from grant funds.

The Coalition Stormwater Program Technician Assistant is a 40 hour per week salary line at \$46,624 which she proposes increasing to \$50,000 with \$18,000 from dues and \$32,000 from grant funds. Given the emphasis on GIS skills and and stormwater program experience, plus competing salaries of Coalition members in similar job titles, this seemed competitive.

She mentioned that while Jared Flagler has considerable GIS skills and now a deep knowledge of stormwater infrastructure, there were still many aspects of the MS4 Permit new to him. For this reason, if he's interested in the position, the raise wouldn't go into effect until mid-year 2019 when the grant funded GIS/Survey 123 Forms have been completed and the work shifts to 'point' related services for municipalities and other program tasks.

Nancy Heinzen asked the Board to consider what to do if the County Executive's proposed 2019 budget includes a 2% raise for non-union County employees. She explained how much Coalition salaries would need to increase. For the Coalition Coordinator/Director, if a 40 hours work week, the salary increases to \$65,639; if a 35 hour work the salary increases to \$57,343. For the Coalition Stormwater Program Technician, the salary increases to \$47,556.

To avoid multiple issues raised last year in December regarding the 2% raise, Nancy Heinzen encouraged the Board to decide now what they wanted to do and she would communicate that information to County Management and Budget and Human Resources staff. This would prevent a repeat of issues and questions raised last year.

Peter Barber made a motion to amend the proposed 2019 budget to:

- 1) increase the Stormwater Program Coordinator salary line to a 40 hour per week position at \$64,352 to include, if adopted by the County an additional 2% raise for non-union County staff bringing the total to \$65,639
- 2) increase the Stormwater Program Technician Assistant base salary from \$46,624 to \$50,000 to cover if adopted by the County a 2% raise for non-union employees effective the first of the year (2019) and to increase the base salary to \$50,000 mid-year once the grant work ends and job tasks change.

Doug La Grange seconded the motion.

Nancy Heinzen was asked what happens to municipalities who sign up for 'points' if the Stormwater Program Technician Assistant resigns. She explained that 'point' work would suffer, but that municipalities would be reimbursed somehow for unused hours. Municipalities acknowledged that signing up for 'points' was a calculated risk as Coalition staffing and other uncertainties cloud our ability to think and plan long term with staff turnover a consequence. For lack of alternatives and a clear way forward, in the interim 'points' for some MS4s still makes sense.

Paul Reuss made a motion to accept the revised budget as described. Paul Penman seconded the motion, which passed unanimously.

B. Storm System Mapping – CSO and MS4 Issues

Not discussed.

Doug LaGrange made a motion to adjourn which was seconded by Paul Penman which passed unanimously.

These minutes were approved at the January 18, 2019 Coalition Board Meeting.