

*Stormwater Coalition of Albany County
Board of Directors*

**Friday, January 18, 2019
Town of Colonie, Public Operations Center, 347 Old Niskayuna Rd
8:30 am to 10:01 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)
Joseph Cleveland, Town of Bethlehem (Board alternate)
Garry Nathan, City of Cohoes (Meeting Notes)
John Dzialo, Town of Colonie (Chairperson)
Sean Ward, Village of Green Island
Ken d'Arpino, Town of Guilderland (Board alternate)
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 Director

Absent:

None

I. Election of 2019 Coalition Chair (IMA-MOU 2018-2022 Section 5.4)

A motion to appoint John Dzialo, Coalition Board Chair was made by Doug LaGrange and seconded by Frank Fazio. The motion passed unanimously.

II. Approval of September 21, 2018 Minutes

A motion to approve the September 21, 2018 Board Meeting minutes was made by Frank Fazio and seconded by Paul Reuss. The motion passed unanimously.

III. Reports

A. Coalition Administration

1. 2018 Budget Report

Nancy Heinzen explained that grant funds encumbered across four budget lines (miscellaneous equipment; office supplies; travel/mileage; and fees for services) were liquidated in mid-November and re-budgeted for 2019. There are still funds remaining to pay for SwIM mapper services provided by VHB. These will

be encumbered. An existing encumbrance to purchase a power point projector should carry over for 2019.

2. 2019 Budget Report

Nancy Heinzen explained that she checked the budget adopted by the County legislature against the Coalition budget approved by the Board in September. The budget line totals matched up. To date four checks have been received for member dues. She asked if everyone had received their invoices which were sent out in December. The answer in general was yes and the remaining checks are on their way.

3. Support Letters/Grant Funding Results

In July 2018 the Coalition wrote four grant support letters. Grant awards were recently announced and the following projects received funding:

- a. Funding for the Pace Land Use Law Center to conduct a 3 day Land Use Leadership Alliance Training (LULA) in the upper Hudson (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). The project to Includes data collection and teaching opportunities. (NYS EFC's Green Innovation Grant Program)

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

Nancy Heinzen reviewed her correspondence with the Village of Colonie. The Village sent a letter formally resigning from the Coalition and in response a letter was sent from the Coalition explaining the list of Coalition services ending January 1, 2019. The Village responded with a formal request for various items, one of which was the grant funded tablet loaded with forms and databases.

Nancy Heinzen explained that as of this Board meeting, purchased tablets still need to be unwrapped; Survey123 Forms were still in draft form; and that loading the tablet with Village of Colonie data and our finalized forms would take time away from preparing tablets and data for the current members. While we could easily give them their tablet, anything beyond that was problematic.

Purchasing tablets and creating forms is a grant deliverable and Nancy Heinzen reached out to NYSDEC Region 4 staff for advice. To date, no follow up.

The Board considered the status of the Village now as a non-member and our obligations given the remaining work related to tablets, preparing forms, and the technical expertise needed to integrate our mapping data with the ArcGIS On-line Survey123 technology. By providing the Village with a fully loaded tablet, with the Survey123 forms created by the Coalition, we were giving away Coalition intellectual property and that was discussed.

The general consensus was to provide the Village with the tablet, but not invest our own resources into setting up their tablet with their data and related Survey123 forms created by Coalition staff.

5. Approval of Contract Award - County RFP #2018-115 Impervious and Building Footprint Mapping & Stormwater Program Revenue and Cost Analysis

Nancy Heinzen reviewed the County RFP #2018-115 Scope of Services; described the pre-proposal conference; explained who participated in the proposal review process; and formally asked the Board to approve the Scoring Committee's recommendation to hire Weston & Sampson to complete this work.

She also explained that before the County Law Department drafts the contract, the County Contract Administration Board ("CAB") needs to approve entering into the contract. The next CAB meeting is January 28, 2019 and the Weston and Sampson contract is on the agenda.

Doug LaGrange made a motion to accept the recommendation of the Scoring Committee to hire Weston and Sampson, which was seconded by Garry Nathan and passed unanimously.

B. NYSDEC

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

MWBE and narrative quarterly reports ending September 30, 2018 were filed on time. The MWBE and narrative quarterly reports ending December 31, 2018 are partially completed, to be filed as soon as possible. State Reimbursement Voucher #3 for \$101,337.10 was submitted to NYSDEC mid December 2018 and the funds have been received.

2. DRAFT MS4 Permit Update

At the final NYSDEC MS4 Permit Stakeholder meeting, NYSDEC encouraged participants to submit additional comments sometime before Thanksgiving. As a follow-up to the many catch basin-related Stakeholder discussions, Nancy

Heinzen requested estimates from members regarding how many catch basins they could inspect and clean out per day. These estimates were shared with NYSDEC mid-November, 2018. No news yet regarding the DRAFT MS4 Permit.

C. Coalition 2019 Work Plan – Implementation

1. Coalition Staff /Member Activities

NOT GRANT:

Point Requests (Albany Cnty; C/Cohoes; V/Menands; T/NewScot?; W/Vliet)

Nancy Heinzen reviewed the “Individual MS4 Requests for Coalition Services (2019)” pointing out which municipalities requested which services. As most of the activities are outdoors, these will start up in the spring, early summer assuming Coalition staffing remains as is.

GRANT:

Nancy Heinzen reviewed the grant items listed in the agenda, providing an update, as follows:

Storm Sys Map 'g (C/Albany; T/New Scotland-Finalization Mtg).
Completed.

Inspection Forms (Tablet & Cellular Purchase & Set Up).

High Priority. Tablets have been purchased. ArcGIS Online accounts need to be purchased and Verizon Wireless cell phone service activated. Jared Flagler has rough drafts of three Survey123 forms, but they need to be vetted with members and finalized. Tablet set up and training needs to be set up.

Imperviousness & Building Footprints-T-Col; T-NewScot; V-Men SW Prog Revenue and Expense Analysis – Timeline

High Priority. Weston and Sampson was selected to complete the work and the contract approval process is proceeding. A fully executed contract needs to be signed as soon as possible. Actual work, according to Weston and Sampson can be completed in 6 months (by 12/31/2019), if no delays.

Storm Sewershed Delineations

Sewersheds have been delineated for the Ann Lee, Patroon Creek, and Krumkill watershed areas, but not yet posted on SwIM. Metadata needs to be written and posted.

Pollutants of Concern Map

High Priority. A preliminary map has been completed, but not finalized, to be completed before focusing exclusively on the Tablet Set Up and Inspection Forms work.

Krumkill Reimbursement to City of Albany for In-House Labor (Sanitary System Mapping)

There are funds available to reimburse the City (\$11,500), but the status of paperwork is unclear, along with the status of field mapping. Direct follow-up with the City is needed and pending.

UAlbany Intern \$

One of the UAlbany student interns dropped out of their mapping project and there are funds remaining in the UAlbany/Coalition internship account. Nancy Heinzen intends to contact DEC about hiring interns to complete other stormwater work.

SwIM Postings (Storm System Data and Other Mapping Data)

Various mapping tasks are ongoing and once completed storm system data for the City of Albany and Town of New Scotland will be posted along with the Land Use Pollutants of Concern layer and storm sewer shed delineations. Other data layers will be updated (2018 tax parcels) and FEMA shapefiles rather than the FEMA map service will be posted.

IV. Discussion

A. Coalition Future – 2019/2020 “Drop Dead Dates”

Nancy Heinzen reviewed the content of a handout she prepared titled, “Drop Dead Dates_Handout_BOD18Jan2019_FINAL.xlsx”. The handout notes the grant contract end date of 4/30/2020 and tracks what needs to happen from January, 2019 until ~ June, 2020.

With the exception of the Weston and Sampson Impervious Mapping contract most grant deliverables should be completed by early June. At that point, the Stormwater Program Technician Assistant converts to a dues funded position and a jump up in salary is possible.

The handout also itemized ‘point work’ with most of the tasks to start once the weather clears and Coalition staff are available. The possibility of a positive reserve balance ~\$153,000 is noted, along with continued unknowns regarding the DRAFT MS4 Permit. Personnel considerations and comments regarding immediate and long term Coalition needs across multiple permit requirements were provided.

After reviewing and explaining this handout, Nancy Heinzen pointed out that the current year budget combines grant funds with dues funds, making it possible to hire two full time staff. For 2020, the grant funds drop out and this will impact staffing levels and related technical support.

To better understand options, she prepared a handout titled, ‘Scenarios’ which while rough and conceptual provides some idea of revenue limitations, costs, options, and trade-offs.

[Note some items detailed in these scenarios have been clarified or expanded post the Board of Director’s meeting. This is to address items which may have been confusing in the handout provided].

Scenario 1. 2020 Only, then “Pack It Up” (around June, 2020)

Budget: Rough ~ \$50,000 - \$51,000

Staffing: 1 FT staff person for a limited time (6 months ~\$50,000?)

Operations: Funds to support office shut down, minimal. (\$1000?)

Purpose: Wrap up grant paperwork and accounting. Shut down Coalition office, distribute assets

Scenario 2. 2020 Plus “Keep Going-Bare Bones-Dues Limited”

Budget: Dues Limited. Rough ~ \$142,431 (11 MS4s)

Staffing: 1 FT staff person (\$103,053 base + fringe); 1 PT (\$15,700 base + fringe).

Total: \$118,753

Operations: Office supplies, computers, ORI kit, minimal SwIM services; ORI Kit, copier lease. Amount: whatever amount remains after staffing (~\$23,678?)

Purpose: Wrap up grant paperwork and accounting. Support ongoing Coalition administration and some MCMs website; Annual Report; SWMP Plan; some points. Minimal mapping support: maybe SwIM, no field mapping and maintenance of storm system infrastructure and program datasets, no GIS/Survey123 Forms; no ArcGIS Online support.

Scenario 3. 2020 Plus “Keep Going-Tighten Up w/Mapping & Forms Technology

Budget: \$214,000 to \$230,000 (2FT or 2FT 1PT staff)

Staffing: 2 FTE (~\$182,738 Base + Fringe) from 2019 budget
2 FT, 1PT (198,438 Base + Fringe)

Operations: Computers, office supplies, computers software, ORI supplies, educational material, mapping equipment (~\$29,000)

Purpose: Wrap up grant paperwork and accounting. Support ongoing Coalition administration (WG/BOD meetings; budgets, County purchasing, payroll); enhanced public education and participation; website; Annual Report; SWMP Plan; “point” program implementation services. Mapping support: field mapping and maintenance of storm system infrastructure and program datasets: GIS technical support using ArcGIS Desktop – Standard and ArcGIS Online technology; data layers prepared for SwIM; and data management support for Collector and Survey123 Forms.

Various Board members asked questions about the handouts and shared their own thoughts and expectations regarding the Coalition. Immediately relevant was a recent proposal from the Governor’s office to cut aid to municipalities, a prospect which could impact member dues.

While the discussion was inconclusive, there was interest in the future of the Coalition and a willingness to consider options.

Some ideas:

-For 2020 consider a Scenario “2.5”, somewhere in between Scenario 2 and 3 might work.

-Better outreach about the Coalition would help, no one knows what we do, despite the interest in shared services and water quality. Consequently there’s minimal awareness and less support by governing boards.

-If the County is inclined to help financially and better support salary lines or the use of GIS technology that needs to be discussed further with the County, preferably before the next Board meeting.

-There might be some revenue embedded in County-led “shared service” initiatives, but it’s not clear. The program is not well structure to support ongoing shared service initiatives like the Coalition.

-Reach out to the Villages who left. Municipal storm system infrastructure is interconnected and their participation results in better stormwater management.

Doug LaGrange made a motion to adjourn which was seconded by Frank Fazio which passed unanimously.

These minutes were approved by the Board of Director's at the March 15, 2019 Meeting.