

*Stormwater Coalition of Albany County  
Board of Directors*

**Friday, March 15, 2019  
Town of Colonie, Public Operations Center, 347 Old Niskayuna Rd  
8:35 am to 10:02 am**

**MINUTES**

**Board of Directors Attending:**

Scott Siegel, Albany County (Board alternate)  
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)  
Sean Ward, Village of Green Island  
Peter Barber, Town of Guilderland (Board alternate)  
Paul Reuss, Village of Menands  
David Dressel, City of Watervliet  
Frank Fazio, University at Albany-SUNY

**Also Present:**

Nancy Heinzen, Coalition Stormwater Program Director

**Absent:**

Dennis Feeney, Albany County  
Doug LaGrange, Town of New Scotland

**I. Approval of January 18, 2019 Minutes**

A motion to approve the January 18, 2019 Board Meeting minutes was made by Dave Dressel and seconded by John Dzialo. The motion passed unanimously.

**III. Reports**

**A. Coalition Administration**

**1. 2018 Budget Report (Encumbrances)**

Encumbered 2018 funds include \$1600 in the Computer Equipment line for a power point project and \$9765.50 in the Miscellaneous Contractual line for GIS consultant services as itemized in the Coalition/County Contract No. 3705 with VHB. Nancy Heinzen explained where this was documented in the budget report.

## **2. 2019 Budget Report** (SW Prog Tech Assistant line)

Nancy Heinzen pointed out those budget lines associated with the grant, the amount in each budget line, and the purpose of the funding as follows: \$5,643 in Miscellaneous Equipment budget line for VerizonWireless coverage (13 iPad tablets); \$7050.00 in Office Supplies budget line for ESRI Standard Desktop License Maintenance and ArcGIS Online Creator/Field Worker subscriptions; \$800 in the Travel line; and \$124,416.00 in the Fees For Services line for the Weston and Sampson Impervious Mapping/Stormwater Revenue-Expenses contract and to reimburse the City of Albany for in-house field mapping expenses.

A portion of the Stormwater Program Technician Assistant salary line is grant funded (until ~early July). She explained that the staff person in that budget line (Jared Flagler) will be leaving the Coalition in July, exact date to be determined.

## **3. Village of Colonie – Follow Up**

Nancy Heinzen has been in touch by email with the Village consulting engineer, Phil Koziol regarding grant quarterly reports, expenditure/reimbursement forms, and the effort required to load their tablet with the Coalition inspection forms. Nancy explained to the consulting engineer that quarterly reports are routinely copied and shared with Coalition members and that the Board receives information about grant reimbursement checks. She asked for an explanation of effort. Village staff still need to pick up their tablet.

## **4. Village of Voorheesville**

Nancy Heinzen was contacted by Rich Straut, a Village of Voorheesville Trustee and Linda Pasquali Clerk Treasurer regarding the Village rejoining the Coalition. She explained the process or re-joining and likely annual dues based on what the Village of Green Island paid in 2019 (\$4661). They seemed genuinely interested, but no follow up contact yet.

Nancy Heinzen also received a phone call from the City of Cohoes School District, facility manager James Stapleton. The school district is also an MS4 and while there was some hint of wanting to join the Coalition, given the cost (dues) and current school district budgeting, it didn't seem feasible at this time.

## **5. Weston and Sampson Contract – Status**

A project kick off meeting with the principals from Weston and Sampson and the Stormwater Coalition (Nancy Heinzen and John Dzialo) is scheduled for March 18, 2019. The purpose is to review all contract deliverables for all three phases of

the project (Phase 1 Map Impervious Cover; Phase 2 Stormwater User Fee Analysis; and Phase 3 Stormwater Cost Analysis).

## **6. Pace Land Use Center - Land Use Leadership Alliance (LULA) Training – Recruiting**

Nancy Heinzen explained that the Coalition wrote a letter of support for the Land Use Training program and that invitations to participate were sent out to all the Coalition members. She mentioned that Tiffany Zezula had contacted her about who to invite and that responses were due April 19. For those municipalities who are participating, there will be a gap analysis of their current water management zoning and comprehensive plan language.

## **B. NYSDEC**

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

The MWBE and narrative quarterly reports for the reporting period ending December 31, 2018 were submitted to NYSDEC.

### **2. DRAFT MS4 Permit – Mapping “How To’s” Request**

NYSDEC has funding to develop a stormwater system mapping guidance document and they reached out to various MS4s, the Stormwater Coalition and others for relevant, “How To” documents, data models, GPS data dictionaries, etc. Our own collection of mapping related “How To’s” was submitted, along with an overview of more current, grant funded activities using ArcGIS Online Survey123 & Collector inspection forms.

## **C. Coalition 2019 Work Plan – Implementation**

### **1. Coalition Staff /Member Activities**

**NOT GRANT:** Joint Annual Report/Joint SWMP Plan & Point Requests (Albany Cnty; C/Cohoes; V/Menands; T/NewScot?; W/Vliet)

Coalition staff have been invited to present our storm system mapping project to the April 16 NYS Flood Plain and Stormwater Manager Association Annual Meeting. The Working Group agreed to submit a Joint Annual Report and the SWMP Plan will be updated as well. No “Point” activity.

**GRANT:** Inspection Forms Tablet Set Up & Training; Impervious Map’g/SW Prog Revenue and Expense Analysis – Stakeholder Meeting; SwIM Postings

Tablets (iPADs) have been distributed and multiple training sessions organized to explain how to use the tablets. Municipalities with tablets and ArcGIS online subscriptions are now set up to conduct various field inspections using Survey123 forms (MS4 Construction Inspections; Outfall Inspections; and Municipal Facility Assessments). Long term maintenance of

this new technology, along with inspection data is unclear.

There have been no recent SwIM postings, but many are planned, all possible now that the tablet and inspection work has been completed.

#### **IV. Discussion/Decisions**

##### **A. Coalition Future –Three Scenarios & “Drop Dead” Follow Up**

1. Facts To Date
2. County Follow Up
3. Other Conversations – Any?
4. Tablet Takeaways

Nancy Heinzen reviewed various handouts regarding the Coalition future. To clarify for the County how the Coalition is funded she described her own analysis of the % revenue received from dues (71%) and the % from fees (29%) dating back to the first Coalition budget year 2009. The same document tracked key events over the 10 year period, pointing out consistent vulnerabilities related to staffing, financing, and general Coalition stability. Key “Facts To Date” tracked: which MS4s joined and left the Coalition, how that impacted annual dues over time, staffing over time, MS4 EPA and NYSDEC audit dates, and which MS4 and Construction Activity Permits were in effect.

She also reviewed some rough budget estimates where on the revenue side members pay dues with no point revenue added in or dues where some members pay for additional point work. On the expense side, there are two full time staff and funds to support our current use of ESRI mapping technology. While the expense estimates are rough, there is a clear shortfall ranging from \$60,684 to \$80,473.

The County Host Liaison, Lucas Rogers used the “Facts To Date” document and rough estimate budget to better explain to others in the County the situation facing Coalition staff and members. He reported back that the County was open to considering the shortfall issue and possibly provide some support, but not certain. The possibility of the Village of Voorheesville re-joining was acknowledged as financially helpful.

##### **B. 2020 Budget – June 21, 2019 Board Meeting**

1. Which Scenario? Decision

Nancy Heinzen reviewed the 3 Scenarios Handout distributed at the January 18, 2019 Board Meeting, as follows:

##### **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*

**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)*

She explained to the Board that she needed direction regarding which scenario to pursue. All three were discuss with the general consensus to keep the Coalition going, with Scenario 3, or some version of that preferred. Stabilizing Coalition staffing was a clear priority and the County role important, to be pursued more carefully as part of preparing the 2020 budget.

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

***These minutes were approved by the Coalition Board of Directors at their June 21, 2019 meeting.***