

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

**MINUTES
Village of Green Island
19 George Street
Thursday, January 20, 2011
8:30-10:00 am**

Board of Directors Attending:

Paul Reuss, Village of Menands
James Bulmer, City of Watervliet
John McDonald, City of Cohoes
Sean Ward, Village of Green Island
Thomas Dolin, Town of New Scotland
Erik Deyoe, Town of Bethlehem
John Dzialo, Town of Colonie
Gerald Gordinier, Village of Voorheesville
Justin Schievelbein, City of Albany (Alternate)

Absent:

Alexander Gordon, Albany County
Bradford Burns, City of Albany
Carl Fleshman, Village of Colonie
Ken Runion, Town of Guilderland

Also Present:

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

I. Approval of September 17, 2010 Minutes

Mayor John McDonald moved to approve the minutes. Justin Schievelbein seconded the motion which passed. Erik Deyoe abstained from the vote.

II. Reports

A. Budget Reports

1. Coalition Account

The 2010 Coalition budget lists encumbrances, which are purchases which have not yet been paid, but the item or service has either been purchased or the Coalition anticipates making these purchases in the future. The CBI permit manager system maintenance, listed under office supplies (\$3,935) is noted as an encumbrance, which should have been

paid in 2010, but due to delays, will instead be paid in August, 2011. The Coalition 2011 budget also includes CBI Permit Manager maintenance for that same amount. This means that extra CBI maintenance money exists in the 2011 Coalition Budget and could be reallocated for other purposes.

The 2010 budget also lists \$15,000 of unspent funds originally intended to cover training for GIS practitioners interested in using the ESRI Spatial Analyst extension. Instead, as this is Homeland Security grant money managed by the County and training is less relevant at this point, the County will expand the accuracy of orthoimagery scheduled to be collected in 2011-2012 by the NYS Office of Cyber Security.

Chairman Sean Ward pointed out that the state has a website which provides orthoimagery. However, Nancy explained that the funds would be used to add deeper images to the existing imagery. Nancy also pointed out that engineers use the system in developing or reviewing plans.

There remains \$7,000 in the Miscellaneous Contractual budget line for the website and another \$8,650 was transferred in previously from the Temp Help and Social Security budget lines. Together, this \$15,650 could be used for the website.

The state retirement funds were still in the account (\$5021) and that bill still needs to be paid. Sean explained that the County passed a resolution on retirement funds. The new rule requires taking a percentage over a ten year period, rather than the lump sum. Therefore, the full \$5,021 will not be taken at once.

Once the encumbered money is accounted for the Coalition has an estimated \$4,000 of unspent 2010 funds to rollover into the Reserve Fund.

Nancy also added that the estimate on Christina's salary, under the temp help line, was erroneous because Christine did not work Thanksgiving week. As a result, there is a chance if this unspent money does NOT go into the Reserve, that the County may absorb the excess. Christina's position is a Civil Service student intern non-competitive slot which does not require an exam. Erik Deyoe recommended changing the position to a contractual position to avoid losing funds. However, Sean explained that we would need to provide insurance for a contractual worker.

Nancy sent out an RFQ to contractors to provide the website subcommittee's plan for the Coalition webpage. Two contractors, Spa Net and L&P responded with estimates of approximately \$18,000 and \$20,000 respectively. Nancy also sought a second opinion because the cost seemed high to the subcommittee. The second opinion weighed in at approximately \$18,000 as well.

Mayor John McDonald suggested that the price could be reduced. He questioned whether the two proposals include a content management so the Coalition can enter data directly, which Nancy confirmed all three included. He then suggested that contractors want to create an ideal project because it acts as advertising for their business. However,

the Coalition only needs a bare bones web page to convey information to municipalities, builders, developers and design professionals.

Erik Deyoe agreed with the Mayor's assessment. Each municipality has its own webpage that lists the Coalitions events and information. He questioned the scope of the RFQ. Nancy countered that not all municipalities have a website. In addition, the quickest way for the Coalition to reach its goal of educating builders would be to provide the resources on a webpage. The site would contain links to municipal webpages, comprehensive information on stormwater issues, local activities and big changes in rules.

John agreed that the website would be ideal. However he questioned what benefit would offset the cost. The website will not save the Coalition money. Sean asked if it would make the Coalition look good to the DEC. He asked who would use the website.

Nancy described ½ attendees of webcasts and other information sessions as design professionals, builders and developers. The DEC knows that is the Coalition's audience so educating that group is to the Coalition's advantage. Nancy brainstormed ways to educate the builders, developers, and professionals and found this to be the easiest and most economical.

Erik agreed that the Town Engineer finds recent changes taking place after March 1st will be challenging. John Dzialo also concurred, adding that several green building practices are required for each project. Sean heard that the requirements would add approximately \$30,000 to the construction of a single family home. Nancy referred to page 4-5 of the handout which describes the design manual requirements to reduce runoff. Exceptions cannot be made for monetary constraints.

Erik asked if the changes were instigated by the state or federal level. Nancy explained that the DEC is under the gun and pressured by special interest groups. John commented that it is a bad deal for the housing market. Gerry Gordinier asked whether a diligent effort to use green practices alone would suffice. John McDonald finds that the house won't be built because the city engineer and developer would have to agree. Thomas Dolin pointed out no one would want to spend the money to defend a case. Nancy understands the intent of the new design rules as encouraging smart growth principles.

Sean reiterated the initial concern: does the Coalition want to spend \$18,000 on a website? Green Island recently hired someone to create a new website for the municipality. Gramercy entered data for Green Island, which may have increased the cost. John McDonald repeated that the Coalition wants a bare bones product. Since the goal is not to attract tourism, the Coalition does not need a high end product. Erik recommended dictating to the contractors how much the Coalition is willing to spend, then sending out an RFQ for new proposals.

Nancy explained that the Coalition budget could possibly allocated \$19,500 for the website: \$15,650 from the 2010 miscellaneous contractual and another \$3,925 from the office supplies line. The Coalition needs to encumber the money from the miscellaneous line item for this purpose within two weeks. Sean suggested encumbering the money

then revisiting the contractors through the RFQ process to cap the amount the Coalition will spend on the project. Erik suggested that the Coalition propose a cap of \$15,000.

Paul Reuss moved to encumber the two line items. Thomas Dolin seconded the motion which passed unanimously.

The 2011 budget reflects a draw down of salaries. In addition, most municipalities have paid the annual dues for Coalition membership.

2. Stormwater Grant

The Coalition received a ~\$97,000 reimbursement as final payment for the Round 8 NYSDEC WQIP grant (Contract No. C305129). This closed out all activity related to that grant. Then the Coalition was awarded a new \$165,000 grant from NYSDEC to develop model green infrastructure local laws and electronically map storm systems using GIS (Contract No. C304384). The Board voted by e-mail to approve accepting the grant money and create two grant related budget lines, one revenue line called Unclassified Revenue for \$165,000 and a matching expenditure line called Fees for Services, also for \$165,000.

John McDonald moved to ratify both items. Sean seconded the motion which passed unanimously.

Sean explained he only forwarded the item by e-mail originally in order to move the legislative action along. Nancy added that Walter Van Deloo submitted the budget amendment. The Coalition may need to change these budget line allocations; particularly if a GIS technician is hired.

3. IMA Amendment

The IMA is fully executed. Nancy distributed copies to each municipality. She has the originals.

4. Staffing

Christina will stay with the Coalition until the end of August 2011. The temp line item contains \$25,466 to pay her. She works full-time in the summer and part-time the rest of the year. Nancy suggested that overlapping Christina's replacement over the summer would ensure a seamless transition. She has an existing Civil Service job description to use when hiring a student intern.

Sean asked if Christina wants to stay past graduation. Nancy indicated that Christina's lease ends in August and is not necessarily planning on staying in the area and that we couldn't keep her on using the existing Civil Service job description, as the employee needs to be a student. However, the county is willing to lop off the "student" requirement

on the position and create another Civil Service job description. That would mean the job would require taking an exam within two years. Meanwhile, the Coalition could hire Christina provisionally.

B. Coalition Work Plan

1. Coalition Work Plan

In response to the anticipated work load associated with the new grant, the Working Group (WG) decided to bump several items from the Coalition Work Plan adopted by the Board of Directors at the September 17, 2010 meeting. The revised Work Plan, included in the Board's packet, provides an outline of originally planned activities and boxed items indicate changes to the plan. Three asterisks (***) indicate priorities. The WG decided to focus only on those items marked with three asterisks. Bumped items include one or two in-house audits of municipal facilities and activities related to enforcement. Margaret from the County has been conducting the facility audits and volunteered to provide facility audit training. Replacement items relate to the grant.

John moved to approve the revised 2011 Coalition Work Plan. Paul seconded the motion which passed unanimously.

2. Grant Work Plan Status

Nancy provided a spreadsheet that indicates members of the various subcommittees working within the Coalition to complete grant work. The budget, sent separately, shows \$44,000 for the model local law and \$121,000 for GIS mapping. The GIS mapping project will most likely require the Coalition to hire a GIS technician at \$30-35,000/year for two years. With help from Coalition members and mapping guidance from a consultant, the tech will incorporate new and existing storm system shapefiles into a common data model. Nancy does not know what fringe benefit requirements or equipment needs the project may entail. However, the County agreed to provide a scanner, computer and software as the in-kind match, if necessary.

Sean asked if the Coalition could hire the tech part-time to save money on the benefits. Gerry asked if Christina could be both the intern and the GIS tech. He described how well she knows the sites from conducting ORI inventories. Erik agreed it would be good to retain her as a resource since she has done such a good job and has the knowledge base. Sean pointed out that the full time status would require paying health insurance. He also pointed out that the County passed legislation requiring the employee to stop work once the grant has ended. Therefore, the Coalition may be liable for unemployment insurance for a full-time employee who is let go.

Nancy indicated that the budget and timeframe spreadsheets show the project will take 1 and ½ years. As required by the grant contracting process, a more detailed Work Plan and Budget is forthcoming.

3. Stormwater Management Program Plan

A sub-committee is developing BMPs suitable for each minimum control measure. This info, as a template for others, will be posted on the web-based MS4 Permit Manager. Once posted, we'll either meet as a group, or have Christina visit each municipality to teach staff how to use Permit Manager.

C. Other Discussion Items - General Updates

1. NYSDEC and EPA

Nancy disseminated an EPA notice submitted to Chemung County asking for paperwork documenting the implementation of their stormwater management program plans.

2. Coalition Support Letters

Not discussed. [NH comment: Various businesses involved with providing watershed services had requested support letters from the Coalition. Item overlooked by Nancy and not discussed by the Board.]

3. AIMS “Business Plan”

Not much is happening with this, but it's still of interest. Nancy suggested that due to the economy, it may strengthen the Coalition to enlist supporters for AIMS.

III. Close of Meeting

Thomas Dolin moved to adjourn at 10:15am. Paul Reuss seconded the motion which passed unanimously.

NEXT MEETING: Thursday, March 17th, 2011, Village of Green Island, 8:30am – 10:00am

Minutes approved by Board of Directors at March 17, 2011 meeting.