

**MS4 Stormwater Coalition of Albany County
Board of Directors Meeting**

**MINUTES
Village of Green Island
19 George Street
Thursday, March 17, 2011
8:30-10:00am**

Board of Directors Attending:

Sean Ward, Village of Green Island, Chairman
Carl Fleshman, Village of Colonie
Paul Reuss, Village of Menands
Hon. Alexander Gordon, Albany County
James Bulmer, City of Watervliet
Glenn Hebert, Village of Voorheesville
Erik Deyoe, Town of Bethlehem
Garry Nathan, City of Cohoes
John Dzialo, Town of Colonie

Also Present:

Nancy Heinzen, Stormwater Coalition Coordinator
Melissa Ashline-Heil, City of Cohoes

Absent:

Kenneth Runion, Town of Guilderland
Thomas Dolin, Town of New Scotland
Bradford Burns, City of Albany

I. Approval of January 20, 2011 Minutes

Paul Reuss moved to approve the minutes; John Dzialo seconded the motion. The motion passed unanimously.

II. Reports and Discussion

A. Coalition Administration and Decisions

1. Coalition Account

a) 2010

In the 2010 budget the Coalition has an estimated reserve of \$4,508. Estimate is based on the year end 2010 Budget Report and anticipated calculations from County Comptroller staff person, John Branigan. This \$4,508 in addition to the \$6,404 from 2009 creates an estimated \$10,912 of unbudgeted funds available in the budget.

b) 2011

For the 2011 budget, all membership dues were submitted (\$112,000). The grant places another \$165,000 into the Coalition accounts. A transfer of \$13,881 from previous budget years brings the total to \$200,367 in available funds for 2011.

Nancy described the following spend down items:

Item	Amount
Salary	Spent \$9165, \$40,384 Remaining
Temporary Help	Spent \$3,246 , \$22,000 Remaining
Misc. Equipment	\$10,000 grant expenditure to do mapping
Office	\$4950 available, spent \$756, \$4192 remaining. Need a budget transfer of \$1,000 for leasing a copier from July to the end of the year

Alexander Gordon asked if the Coalition could use County copiers. Nancy uses a County copier, the machine is leased and the cost of leasing is shared, to the extent possible, with other users. To cover the Coalition portion, it's easier to have the Coalition pay into the lease arrangement. [The Coalition also uses the County Copy Center and that is a per page fee charged to the Coalition Printing and Advertising Line, useful for bulk printing. NH addition] **Therefore, Alexander Gordon moved to approve the budget transfer of \$1,000 from budget line 44020 to a standalone budget line for the copier lease. Paul Reuss seconded the motion which passed unanimously.**

Computer supplies – \$3452 – this includes the ESRI maintenance fee for the AIMS mapping software and ARC View 10. Conference and training paid for the five Center for Watershed Webcasts shown in Colonie. Nancy invited a broad range of engineers and agencies to the webcasts, with more attending each webcast.

2. Staffing

The “Fees for Services” budget line provides payment for the proposed GIS Tech person. However, the Board needs to decide on an amount and place that in a personnel line item. After the Board determines the amount, the Working Group will review.

Chairman Sean Ward asked how much should be set aside for the position. Nancy pointed out the grant provides \$165,000 and requires \$55,000 of in-kind services, totaling \$220,000. Currently there is a Civil Service job title for the intern position and Civil Service recommends modifying this job title, adding minimal qualifications which include a year of job experience, and removing the student internship language. The job title would also become a competitive position and as such would require that the candidate take a test. In the interim they can be hired provisionally. Nancy proposes developing such a job title and expanding the duties to hire Christina until the grant ends. By that time, towards the end of the two years, she would need to take a test to keep the job. Sean pointed out that the County’s policy is that the employee leaves when the grant

ends. Otherwise, the County would end up paying for the salary. Nancy continued that health insurance for one person costs about \$10,000. Fringe benefits cost about \$4,950. She proposed setting aside \$30,000 per year for two years for the position.

Nancy explained that Christina does not know how to create a data model yet or migrate into one common mapping format, multiple mapping file types and that seventeen thousand is available for consulting services to provide the necessary training and guidance. These needs will depend on the GIS skills of the new hire and whatever GIS issues emerge as the project unfolds. There is also additional money for GPS related training. What goes unspent for consulting and training services could be put towards Christina's salary. At this point, it's difficult to know what may be left over to boost that \$30,000 base salary.

Sean questioned whether \$30,000 would entice someone with that skill set to take the job. Erik Deyoe suggested he could look at the pay rate for technicians in Bethlehem. A junior engineer with a master's degree starts at mid \$40,000 range. James Bulmer if benefits would need to be added in, which Nancy confirmed in addition to the potential for unemployment benefits. Sean reiterated that the County's position is that when the grant ends the position ends.

Alexander moved to approve the \$30,000 set aside for the GIS technician position. Paul seconded the motion which passed unanimously.

3. Contracts

a) Website Vendor

As discussed at the last Board of Directors (BOD) meeting, Nancy put out another Request for Quotes (RFQ). Four companies submitted bids meeting the \$15,000 cap. Nancy submitted a spreadsheet illustrating the breakdown of expenses that can be used to determine costs for the following year's maintenance agreement. She explained that the subcommittee will score the four submissions and choose one for the BOD to vote on.

Erik asked the target date to award the contract and whether the BOD would meet again before the award date. Since Nancy described the target date as June, **Erik moved that the BOD should vote on the item by e-mail. Paul seconded the motion which passed unanimously.**

b) NYSDEC grant

The Coalition contract with NYSDEC regarding the stormwater grant expires in 2014; however the intermunicipal agreement expires in 2012. NYSDEC assumes the Coalition will renew the intermunicipal agreement. Alexander suggested waiting and watching whether any municipalities choose to leave the Coalition before making any decisions on the consequences of a change in membership.

In-kind services for the grant, which must equal \$55,000, include Nancy's time at \$26,961; meeting locations in Colonie and elsewhere; equipment including a computer provided by Albany County; salary and fringe benefits for the GIS tech at \$21,750; and \$1,673 for each member based on hours worked. In support of the in-kind services, Nancy compiled payroll rates for the varying employment positions of participating members. So far, in kind personal services are at \$48,711, which is a relatively small match to meet, therefore she projects that the Coalition will meet the in-kind services requirement.

Also in the grant packet Nancy included task codes, a schedule, HUCS and a list of personnel. In the schedule Nancy planned a summer tour of the municipalities to visit the Best Management Practices implemented in different localities. The storm system mapping work is prioritized based on watersheds, such that all Coalition members will eventually have some storm system mapping completed in the their municipality.

B. Work Plans

1. Coalition Work Plan

a) Activities

Nancy scheduled annual report meetings with each municipality to review the year's activities. She also scheduled a May 17th public meeting and seeks a venue for the meeting. Cornell Cooperative Extension (CCE) offered the CCE facility, but Nancy would prefer to conduct the meeting at a municipal location. Rick produced CBI software that works. The next step, training, will take place, hopefully within the next four months. The Coalition completed the Menands Facility Audit training and will move on to Watervliet facilities next.

b) Grant activities

Discussed above.

c) By Request

The Coalition participated in the Conservation Roundtable organized by the Hudson River Estuary Program. Next Christina will provide a Voorheesville elementary school program on 5/13/2011. In Cohoes, Danielle Lagace asked the Coalition to educate the Beautification Committee about watersheds and green infrastructure.

C. Other

1. AIMS

The consultant attempted to add the tax parcel layer into the system and found that the SBLs, SWIS codes and Pins do not always match. Austin of Fountains Spatial sorted the properties SWIS codes by municipality to determine the number of mismatches. John Davis from the County is also working on a solution to the problem. Alexander recommended giving the County Executive the information since so many departments rely on the tax parcel information.

2. Watershed, Green Infrastructure Realities and Administrative Consequences

Nancy laid out the history of government efforts to protect watersheds and water quality. She hoped to gain perspective on the role the Coalition plays in the big picture. Despite losing staff and facing cutbacks, the Coalition's future includes the obligation to create and implement best management practices.

3. Breakpoints and the Reality Challenge

Eventually the Coalition may want to transition to one MS4 permit, rather than the individual MS4 permits. This is allowed in the MS4 Permit. Monroe County is trying to set up a county level storm water district. Sean and Erik countered that the state would not allow the creation of another taxing entity. Instead, Sean recommends working through inter-municipal agreements with other groups sharing our common interests, such as CSOs. Since the Intermunicipal Agreement expires in 2012, Nancy suggested brainstorming who else would benefit from the Coalition.

III. Close of Meeting

Paul Reuss moved to adjourn the meeting at 10:35. Erik Deyoe seconded the motion which passed unanimously.

These minutes were approved at the June 16, 2011 Board of Director's Meeting.