

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

**MINUTES
Village of Green Island
19 George Street
Thursday, September 17, 2010
8:30-10:00 am**

Board of Directors Attending (Permanent Representatives):

Paul Reuss, Village of Menands
James Bulmer, City of Watervliet
John McDonald, City of Cohoes
Sean Ward, Village of Green Island
Alexander Gordon, Albany County
Gerald Gordinier, Village of Voorheesville
Bradford Burns, City of Albany
Carl Fleshman, Village of Colonie

Officially Designated Alternates Attending:

Paul Cantlin for Thomas Dolin, Town of New Scotland

Absent Board of Directors:

Erik Deyoe, Town of Bethlehem
John Dzialo, Town of Colonie
Ken Runion, Town of Guilderland

Also Present:

Garry Nathan, City of Cohoes
Bill Neeley, Town of Colonie
Josh Carvajal, Town of Bethlehem
Nancy Heinzen, Stormwater Coalition Program Coordinator
Melissa Ashline-Heil, City of Cohoes (Minutes)

I. Approval of June 17, 2010 Minutes

James Bulmer moved to approve the minutes. Paul Reuss seconded the motion which passed unanimously.

II. Reports

A. Budget Reports

1. Coalition Account and RLA Approval

Nancy highlighted the status of various 2010 budget items. Regarding personnel costs, because the summer student intern quit after two days, there will be an estimated \$8000 left over in the Temp Help line and \$650 in Social Security. By the end of the year this

money needs to be transferred to a non-personnel budget line, otherwise it will be absorbed into the County general fund. Approximately \$5000 needs to remain in the Temp Help line to cover the current student intern wages and \$840 in social security to cover both the Stormwater Program Coordinator and student intern.

A variety of purchases are pending (printing of doorhanger & green infrastructure guidance manual and spills and skills video) to be completed by year end. \$7000 allocated for website design still needs to be spent. There is an incorrect charge for Medical and Hospital fees which needs to be corrected by the County Finance Department and/or the Comptroller.

John McDonald moved to approve the 2010 budget which includes transferring \$8000 from the Temp Help line and \$650 from the Social Security line into the Miscellaneous Contractual line. Alexander Gordon seconded the motion which passed unanimously.

2. Proposed 2011 Coalition Budget

Continuing with the budget discussion, the Board of Directors discussed the proposed 2011 budget. As a follow-up to the last meeting Board meeting, where the 2011 budget was first proposed, Nancy created an adjusted budget which set aside ~\$6000 in reserve, or emergency funds, as requested by the Board and included the cost of AIMS, based on County input regarding a possible cost share with the Coalition for the service. Both the original budget and revised budget, for the purposes of comparison were included in the September Board packet.

Regarding County interest in AIMS, Nancy met with various County Departments (Information Services; Management and Budget; Health; County Sheriff; Finance; Real Property) to both demonstrate the password protected AIMS and explain various public mappers (Greene County and Saratoga County).

The presentation included some discussion of a pricing proposal developed by Fountains Spatial, which included the creation of a new public version adapted from the existing mapping system, the continuation of the existing password protected version of AIMS, and a 50/50 cost share with the County for annual maintenance fees. The same proposal also included “as is” pricing (no public version, just the password protected version of AIMS currently in use).

The intent of Fountains Spatial at the outset was to structure some pricing options for consideration by the County, while addressing Coalition concerns regarding annual maintenance costs. Grant funding for AIMS ended in August, 2010 and the 2011 budget is the first budget to address who would support AIMS long term and how much it would cost. When funding for AIMS was first proposed in 2007, the County was brought into that discussion, with long term support from the County an anticipated discussion topic, post grant funding, once the system was fully operational. This meeting was that discussion.

After considering the options proposed by Fountains Spatial, given severe budget problems and some uncertainty regarding how best to go forward with GIS more generally, the County decided against committing any funds or resources to AIMS. Consequently, the actual cost of AIMS (server, software, and annual maintenance) for 2011 will be assumed entirely by the Coalition.

In response to this County decision, Nancy discussed with Fountains Spatial alternative pricing which reflected the evolution of AIMS as a stand-alone service to the Coalition, detached from County operations. As this is a unique arrangement in that more typically County wide web mappers are funded by County government, Fountains Spatial reduced the maintenance fee from \$12,000 to \$8000, with the understanding that use would be limited to Coalition members, and generally restricted to users involved with the stormwater program. Access to the system would be managed by the Coalition, in particular Nancy.

The Board discussed in further detail, issues related to use and access. Currently staff from various departments within the County use the system, in particular the Department of Public Works, Office of Natural Resources, Department of Health, and Department of Finance, perhaps others. Use at this point may or may not be limited to stormwater related matters. Similarly, among other Coalition members, there are a variety of users within each municipality, with each Coalition member variably using the system, some more than others.

Monitoring users is difficult, and whether or not the password has been shared with others is unclear. It is possible, however to change the password, which would shut out users, and most likely generate phone calls regarding access, possibly revealing who's using the system. It's also possible to find out the # of hits to the system. Given financing realities, more careful oversight of use and access is necessary.

Alexander Gordon asked if the County would be limited. Nancy conveyed that the County would be one of the watched groups, as it appears that non-stormwater staff are using the system. John McDonald questioned whether the techs can tell duration of use, so the Coalition could charge based on usage. Nancy agreed to check into it. Sean Ward suggested creating a fee schedule for use. Gerald Gordinier questioned the legality of charging users. John McDonald pointed out that the grant does not prohibit the Coalition from charging fees. [Note: at this point AIMS is not grant funded]. Nancy added that the Coalition can enter agreements, but explained that developing a user fee schedule for the County may prove challenging. Also, charging non-Coalition members for access to AIMS may need to be discussed with the County, as the Coalition budget is imbedded within the County budget.

Sean Ward pointed out that the county is a member, but uses the system more than the other members. He also asserted that Fountain Spatial dropped the price due to the value of the system if not open to public use, not based on reduced expense. John McDonald requested clarification on why Fountain Spatial dropped the maintenance fee. Nancy

explained that the original proposed price included a public version. This public version would involve more hits, which would in turn create more troubleshooting.

Alexander Gordon asked if CDRPC and other groups could use the system for a fee. Nancy explained that they can't now, but might be interested in having access. Sean Ward added that private engineering firms might be interested in the system. Although those groups may need to be charged more for services, the cost ultimately would be paid for by the developers. Ultimately, John McDonald summed up the next step as identifying potential clients and establishing a fee schedule.

[Additional background information added above by N. Heinzen as needed to clarify the Fountains Spatial proposal and other related subjects]

On the revenue side of the proposed 2011 budget, based on the "Statement of Intent" forms submitted to Nancy from each Coalition member and SUNY Albany, all of the Coalition members have agreed to pay into the 2011 Coalition budget at the amount indicated. This represents \$112,000 in anticipated Membership Dues. Currently there is \$20,285 in Reserve and of this \$13,480 will be transferred to the 2011 budget, leaving \$6805 of the reserve untouched. Adding in the \$8000 of Albany County In-Kind service, the anticipated 2011 revenue is \$133,480. Total proposed Expenses equals \$133,480, thus the proposed budget balances out to \$0 (Revenues less Expenses).

Of special note, approximately twenty five thousand is reserved for temporary help, however these needs are expanding. Nancy also expressed concerns about Christina, the current student intern, in that she will be graduating in August and that the Coalition will lose work while training a new person. She also questioned how to hire during the County's freeze.

Gerald Gordinier asked why the Coalition couldn't offer Christina the position after she graduates. Nancy replied that the budget would not allow for more than part time at \$25,000. Gerald pointed out other people in Christina's field are having difficulty finding work in the current job market. The Board encouraged Nancy to put feelers out next spring to see if the intern would be willing to stay.

Nancy presented an overview of the proposed 2011 Work Plan, pointing out that the highlighted sections (bold and large font size) represented priority tasks.

John McDonald moved to approve the final 2011 budget and work plan. Carl Fleshman seconded the motion which passed unanimously.

2. Stormwater Grant-Spend Down and Deliverables

NYSDEC received two vouchers from the coalition and a third needs to be submitted by October 31, 2010. A spreadsheet in the packet illustrates the spend-down over the past year. The cumulative column indicates how much the Coalition has spent so far.

Recently the Coalition spent \$6,761 for the General Maintenance Cards and Porous Pavement class.

Seven hundred dollars remains to be spent for rain gardens. Other expenses include printing up the downspout disconnect publication, now titled a Guidance Manual for Homeowners-How To Disconnect a Downspout; Install a Rain Barrel; and Build a Rain Garden. Contractual services lists \$43,000 for tech support with \$25,000 budgeted. The discrepancy resulted from purchasing MS4 permit manager and integrating Permit Manager with AIMS. NYSDEC approved these expenses.

B. Coalition Work Plan

1. Sub-Committee Reports (Ad-Hoc)

a. Education & Public Participation

Nancy and Jack Cunningham from the Town of Colonie were interviewed by Paula Mahan, Town Supervisor of Town of Colonie. This was a public access TV program called Colonie Connects.

The Working Group will review the draft Guidance Manual for Homeowners. Most of the content comes from the City of Portland. Nancy anticipates printing 3,000 copies.

The Coalition has purchased and will be setting set aside \$750 worth of plants for future rain gardens (Village of Colonie and Town of Colonie). The Coalition and Cornell Master Gardeners continues to look for a Voorheesville rain garden site and a rain garden will be planted at SUNY Albany this fall.

Seventy people attended the porous pavement class. Private engineering firms attended the permeable pavement webcast at the Town of Colonie on Sept 1.

Finally, the General Maintenance Cards are completed and copies will go to municipalities. Planning Board members should use the cards during site plan review.

b. Construction and Post-Construction

c. IDDE Program Implementation

-Outfall Reconnaissance Inventory Update

Krommakill watershed is done and the Krumkill watershed is almost completed. The Coalition provided staff support (Christina) to Town of Guilderland, Town of Bethlehem, Village of Menands, and now the City of Cohoes. She's available to help out other municipalities.

-Albany Internet Mapping System & MS4 Permit Manager

-Septic Systems Map

Laura DeGaetano developed a map showing there's an estimated 7,543 septic systems within the coalition municipalities.

d. Good Housekeeping & Municipal Operations

Nancy will purchase a DVD training video titled, Spills and Skills for public works and highway personnel.

2. Intern Activities

Christina has been working on creating watershed maps to be uploaded onto AIMS and working with municipalities on their Outfall Reconnaissance Inventory.

C. General Updates

1. NYSDEC (*Compliance and Enforcement of SPDES Permits-Technical and Operational Guidance Series-6/24/10 FINAL; NYSDEC Stormwater Management Design Manual-ENB 8/4/10; 303d List*)

2. Article 78 (*Natural Resources Defense Council v. NYSDEC; MS4 Permit; Filing- Westchester County 6/28/10*)

Nancy provided the Article 78 filing against NYSDEC which claims that the MS4 Permit is inadequate. She also has available a guidance document from DEC which lists their criteria for enforcement action and fines.

III. Discussion and Decisions

A. Intermunicipal Agreement (*Amendment Section 5.1; Status; Board Approval; Host Relationship*)

Every municipality passed the amendment; however Nancy questioned whether the approvals need to be redone since different municipalities passed different resolutions. In addition, some executives authorized the wrong Intermunicipal Agreement (IMA). Bradford Burns explained that each municipality can pass a unique resolution. However, those chief executives who authorized the wrong IMA should simply re-execute the proper agreement.

Nancy will notify those municipalities who need to authorize the correct IMA.

B. Proposed 2010 Coalition Work Plan and Budget (*Final Approval*)

See above

1. 2011 Work Plan Highlights-Survey Results (*Guidance & Priorities*)

See above

2. 2011 Budget Highlights

See above

C. Krumkill Master's Thesis (*Member interest and/or support*)

Christina is conducting a study of the Krumkill outfalls to test how impervious surfaces affect water quality historically. She will track the chemical changes in the water.

D. 2011 Meeting Locations & Schedule

Nancy distributed the 2011 Board of Directors meeting schedule.

Alexander Gordon asked if the Board needed to meet in December to authorize any year end budget adjustments. The only item in question is a transfer of an estimated \$500-

1000 of unspent money from the Temp Help line to another non-personnel line item for the intern. Members read the Coalition by-laws to determine who authorizes such budgetary transfers. The Board decided to authorize the transfer at the September 17, 2010 meeting to prevent the need for a December meeting.

James Bulmer moved to approve up to \$1,000 transferred from personnel related budget lines to a non-personnel budget line. Paul Reuss seconded the motion which passed unanimously.

IV. Close of Meeting

Alexander Gordon moved to adjourn at 10:05am. Bradford Burns seconded the motion which passed unanimously.

NEXT MEETING: Thursday, January 20th, 2011, Village of Green Island, 8:30am – 10:00am

Minutes approved by Board of Directors at January 20, 2011 meeting.