

*Stormwater Coalition of Albany County  
Board of Directors*

**Thursday, June 25, 2020  
Skype for Business – Videoconference  
8:32 am to 9:51 am**

**MINUTES**

**Board of Directors Attending:**

Lucas Rogers, Albany County (Liaison to County Executive's Office and Board alternate)  
Dennis Feeney, Albany County  
Paul Penman, Town of Bethlehem  
Garry Nathan, City of Cohoes (Note Taker)  
John Dzialo, Town of Colonie (Chairperson)  
Ken d'Arpino, Town of Guilderland (Board alternate)  
Sean Ward, Village of Green Island  
Paul Reuss, Village of Menands  
Doug LaGrange, Town of New Scotland  
Frank Fazio, Village of Voorheesville & University at Albany - SUNY  
David Dressel, City of Watervliet

**Also Present:**

Nancy Heinzen, Coalition Stormwater Program Director

**Absent:**

Joe Coffey or Neil O'Connor, City of Albany (Board rep and alternate, respectively)

**I. Approval of January 17, 2020 Minutes**

A motion to approve the January 17, 2020 Board Meeting minutes was made by Paul Reuss and seconded by Doug LaGrange. No discussion. The motion passed unanimously.

**II. Reports**

**A. Coalition Administration**

**1. 2019 Budget Report (2019 Reserve & Encumbered Funds)**

The 2019 Coalition Reserve balance is \$93,918.00. Using the handout in the packet, Nancy Heinzen explained how the balance is calculated and mentioned that a new person from the Comptroller's office is responsible for calculating the reserve.

## **2. 2020 Budget Report** (Budget Reduction Request/Proposal & 2018 Encumbered Funds)

All 2020 member dues have been received (total \$170,331). The final State Aid Voucher was submitted to NYSDEC in early June and while noted in MS4 Mapping Project budget line, these grant funds have yet to be received (\$63,622.80).

Although budgeted, due to Covid 19 social distancing mandates and the related County hiring freeze, no new Coalition staff have been hired. Nancy Heinzen pointed out which budget lines were affected (GIS Coordinator; Coalition Stormwater Program Technician, and Coalition Outreach Specialist) and the amount still remaining in each line. There are also funds remaining in the related fringe lines (social security, health insurance, and retirement).

Funds remaining in the Miscellaneous Contractual line (\$5110 from a 2018 encumbrance) are earmarked for GIS services from VHB. This VHB contract ends June 30, 2020 and will need to be extended or renegotiated. An additional \$6736 budget from the same budget line (2020 budget) could be combined with the \$5110 and applied to a future contract.

To date computer software needed for field mapping, mobile inspections, and the stormwater mapper has been purchased (Computer Supplies line - \$4322.75) and the Coalition continues to support monthly VerizonWireless dataplans for 7 to 12 iPad tablet lines (Telephone line - \$1,547.43).

Nancy Heinzen explained that in response to a request from the County Executive's office, she answered questions related to possible 2020 budget reductions. She shared the document with Board members and explained her answers which focused on the Staff Support Supplement funded by County government. To reduce that expense by 20% she recommended cutting the Coalition Outreach Specialist position. This was submitted prior to the Board meeting and she hoped the Board concurred.

The Comptroller and Department of Management and Budget also distributed a directive to all Departments stating that 2018 Encumbrances could not be spent. This would have prevented us from paying for VHB services. After explaining the problem to both parties, they said not to worry, we had an automatic approval to use those encumbered funds.

## **3. 2021 Budget** (County Executive Budget - due July 10, 2021)

Nancy Heinzen reviewed a Board handout which described five 2021 budget scenarios, two of which included the County Staff Support Supplement necessary to fund the GIS Coordinator position; two which did not; and a fifth which significantly reduced member dues and other expenses, referred to as the

austerity budget. Budgets varied in staffing configurations, amount of County Share (Staff Support Supplement), member dues, and the amount of funds transferred from the Coalition reserve.

After some discussion, Sean Ward made a motion to adopt Scenario 2 which was seconded by Paul Reuss. The motion passed unanimously. Scenario 2 highlights include the following:

- Same member dues as 2020
- 4 members contribute to 1 part time staff (Additional Services for Village of Menands, Town of New Scotland, City of Watervliet, and City of Cohoes)
- \$18,700 transferred from the reserve balance
- 3 staff (1 full time Director; 1 full time GIS Coordinator; 1 part time Stormwater Program Technician responsible for Additional Services)
- Verizon Wireless and ArcGIS Online costs transferred to members
- County Share (\$82,854) - Staff Support Supplement 2019 Amended IMA-MOU

#### **4. VHB SwIM/County Contract #5119 of 2019**

(End Date 6/30/2020 – Extension or New Contract?)

Nancy Heinzen explained the history of our contract with VHB for GIS services pointing out that the current contract ends June 30, 2020 and that extending it until the end of the year (Option 1) would require approval from the County Contract Administration Board which meets on July 13.

Also, if extended, given the hiring freeze it's unlikely that a GIS Coordinator could be hired before the end of 2020 to presumably take over GIS related tasks currently managed by VHB. That had been the intent of hiring a GIS Coordinator early in 2020.

For this reason, she discussed with VHB an expansion of their services beyond the continued maintenance of SwIM to include support and training related to ArcGIS Online technology. This is the underlying technology of the grant funded creation of electronic field inspection forms and the likely platform of future iterations of the Stormwater Interactive Mapper (SwIM).

At her request, VHB provided Nancy Heinzen with a list of services, price estimates and possible wording of a scope of services, the content of which could be incorporated into a new contract lasting until the end of 2021 (Option 2). By then the Coalition should have a better understanding of all GIS related staffing and other costs. The estimated cost of \$18,480 is below the threshold which requires CAB approval making it possible to expedite the contracting process.

Various Board members asked questions about Option 2. Some pointed out current issues with the Stormwater Mapper, others mentioned that while the contract amount was \$18,480, we were under no obligation to spend that entire amount making it possible to transfer GIS responsibilities to a GIS Coordinator, if hired.

Garry Nathan made a motion to approve entering into a contract with VHB described as Option 2 in the Board packet handout. Frank Fazio seconded the motion, which passed unanimously.

## **B. NYSDEC**

### **1. WQIP Round 12 Grant – Finished!** (Contract Ended 4/30/2020; Final Reports (Narrative and MWBE); Final State Aid Voucher \$63622.80; Weston-Sampson Final Report & Documents (ERU SW Revenue & Program Costs)

Nancy Heinzen explained that all grant deliverables were completed on time, along with mandated Final Reports. She provided a quick overview of the Weston and Sampson Report in particular pointing out estimated stormwater program costs for the three case study municipalities, Town of Colonie, Town of New Scotland, and Village of Menands and the revenue potential of an ERU based funding stream where the ERU equals \$40 per year. The entire Town of Colonie \$2 million plus stormwater program, both capital and non-capital costs could be funded in this way.

There was some discussion of what to do with the Final Report, but other than sharing the results with others from the Town of Colonie, no action steps were discussed.

### **2. Stormwater Permits** (Construction Activity Permit 1/29/20 – 1/28/2023; Status of MS4 Permit; MSGP Modifications)

No report, no discussion.

## **III. Coalition 2020 Work Plan - Completed**

Coalition Stormwater Training Blitz (Feb/March, 2020); Working Group Meetings – Covid/Skype; Joint 2020 Annual Report-DRAFT/FINAL; Public Comments; SWMP Plan – 2020 Annual Evaluation; ORI Kit Supplies; Coalition Website Refresh: Air Photo Update

Due to the anticipated early departure of one Board member, there was a limited 2020 Work Plan report. Annual Report comments from the citizen's group Save Colonie were referenced in passing, along with the Coalition Website refresh. Sign in sheets from the Stormwater Training Blitz, were included in the Board packet and available for review in that format, but not discussed.

## **VI. Discussion/Decisions**

### **A. Coalition 2021 Budget**

#### **1. Scenarios – Status Quo/Austerity**

**2. Statement of Intent or 2021** (By 7/15, send letter (dues/intent); Respond by 8/15. Possible?)

**3. Hiring 2020 and 2021 Budget** (Covid realities? Which position(s)? Why? When? Local Policy?)

See above. Five 2021 budget scenarios were discussed previously with Scenario 2 the approved budget. Members agreed to have the 2021 Statement of Intent go out as described in the IMA-MOU, to be returned by August 15, with the member dues as described in Scenario 2 (same as 2020). At the September Board meeting, budget refinements are possible.

Given Covid-19 concerns, Board members agreed that hiring any new Coalition staff now was ill advised. Depending on the status of municipal and County budgets generally, there's a possibility that the budget approved now may change and along with that hiring options. By November or early December, the County and municipal budgets will have addressed potential revenue shortfalls and will be firmer in content. Until then, all agreed to a wait and see attitude, but felt the Scenario 2 budget, which includes a more robust staffing level, was in the best interest of the Coalition regardless.

### **B. Coalition Work Plans**

#### **1. 2021 Proposed – Status Quo/Austerity Scenarios**

**2. 2020 Modifications** Public Participation WAVE; MS4 Add'l Svces (Cohoes, Menands, Wvliet; New Scotland); Website Refresh/Content & Pix; Hiring Now/Which Positions-YES/NO?; AR2020 Public Comments Mtg?; Weston & Sampson SW Utility Report Follow Up?

In the time remaining, Nancy Heinzen explained the proposed 2021 Workplan document which describes two Workplans, the Expanded Workplan and the Limited Workplan. The Expanded Workplan matches the Scenario 2 budget which funds 1 full time Coalition Director; 1 full time GIS Coordinator; and 1 part time Coalition Stormwater Program Technician who provides Additional Services for four municipalities. The Limited Workplan includes funding for 1 Coalition Director and 1 part time Coalition Stormwater Program Coordinator.

These different staffing scenarios determine what can be accomplished by Coalition staff and thus the work plan specifics. Having previously approved the Scenario 2 budget, the Board considered the specifics included in the related Expanded Work Plan. Nancy Heinzen explained that the actual adopted Work Plan to be sent out with the Statement of Intent would eliminate the Limited Work Plan column, along with tasks potentially completed by a Coalition Outreach Specialist as that staff position was not included in Scenario 2. The prioritization of Coalition Basic Services would remain the same.

Garry Nathan made a motion to adopt the Expanded Work Plan, modified as described by Nancy Heinzen. Paul Reuss seconded the motion, which passed unanimously.

Specific modifications to the 2020 Work Plan were not discussed in detail other than previously when discussing Coalition hiring for 2020. Nancy Heinzen did mention that by not having to hire anyone now, that her own time could be spent providing Additional Services for the 4 municipalities who had already paid in for a part time staff person. Their need for services continues and she felt that this should be a priority. There were no objections.

Lucas Rogers acknowledged the significance of completing the NYSDEC grant and thanked the Coalition and Nancy Heinzen for her efforts. Nancy Heinzen thanked the County for their support and ongoing patience over the past five years. She acknowledged that the grant had been challenging and was personally relieved to have it finished.

Garry Nathan made a motion to adjourn which was seconded by John Dzialo. The motion passed unanimously.

**NEXT BOARD MTG:** Friday, September 18, 2020, 8:30am – 10:00am  
Town of Colonie Public Operations Center, 347 Old Niskayuna Road/SKYPE?

*These minutes were approved at the September 18, 2020 Board of Director's meeting.*