

*Stormwater Coalition of Albany County
Board of Directors*

**Friday, July 15, 2022
Village of Green Island
8:30am to 9:33am**

MINUTES

Board of Directors Attending:

Sameer Modasra, Albany County Dept of Mgmt & Budget (Board alternate)
Neil O'Connor, City of Albany (Board alternate, Chairperson - alternate)
Nick Sala Village of Altamont
Garry Nathan, City of Cohoes (Board alternate, note taker)
Maggie Alix, Village of Green Island
Tod Ward, Village of Green Island (Board alternate)
Peter Barber, Town of Guilderland
Paul Reuss, Village of Menands
Jeremy Cramer, Town of New Scotland
Frank Fazio, Village of Voorheesville
David Dressel, City of Watervliet

Also Present:

Nancy Heinzen, Coalition Stormwater Program Director
Adam Wands, Town of Colonie

Absent;

Brad Bunzey, University at Albany
Paul Penman, Town of Bethlehem
Zach Harrison, Town of Colonie (Board alternate)

I. Approval of June 17, 2022 Board Meeting Minutes

A motion to approve the June 17, 2022 Board meeting minutes was made by Maggie Alix and seconded by Garry Nathan. The motion passed unanimously.

II. Coalition IMA-MOU

A. IMA-MOU Document

- 1. June 23, 2022 Working Group Questions**
- 2. Clarifications; Wording Suggestions; Implications**
- 3. Decision – Edits? Approval?**
- 4. Next Steps – Governing Boards?**

Nancy Heinzen reviewed the content of the current draft IMA-MOU and explained changes since the version presented to the Board on June 17, 2022.

The IMA-MOU includes wording changes recommended by the County Department of Management and Budget on June 17, specifically not assigning a dollar value to County In-Kind services and replacing COLA with ‘member-wide inflationary adjustment’ wording.

For clarity, the wording Additional GIS Services was replaced with Additional Services-GIS.

Appendix A which itemizes Additional Services – GIS available to members across 3 Tiers of services was edited to clarify the type and extent of GIS services associated with each Tier. This was a point of confusion when discussed at the June 23 Working Group meeting.

Paragraph 13.1 explains the sequence of steps which trigger that point in time when the IMA-MOU goes into effect. Upon closer look the wording there was confusing and Nancy Heinzen presented a wording change for the Board to consider.

The Board discussed all proposed changes and agreed to approve the changes and amend the DRAFT IMA-MOU accordingly.

Paul Reuss made a motion to approve the amended IMA-MOU ‘Agreement’ as described, now the FINAL IMA-MOU document, and Peter Barber seconded the motion. All voted in favor of the amendments.

Nancy Heinzen explained that she would circulate the FINAL IMA-MOU document along with sample resolution language to use for governing board meetings. The sample resolution language authorizes chief elected officials to execute the Agreement.

B. Proposed Coalition 2023 Work Plan

- 1. Member Decisions (Additional Services – GIS)**
- 2. Work Plan – Timeline and Sequences**
- 3. Decision – Edits? Approval?**

Nancy Heinzen reviewed the content of the proposed 2023 Coalition Work Plan explaining that it is based on the content of the updated IMA-MOU, now finalized, but not fully executed.

In particular, Coalition services listed in the IMA-MOU are directly incorporated into the Work Plan, such that one portion of the Work Plan lists activities to be completed in the upcoming year as Basic Services for all members; while another portion are optional Additional Services – GIS to be completed for a subset of interested members.

The dues structure for Basic Services, also described in the IMA-MOU allocates dues based on population and the amount of urbanized area in the member community, thus spreading out the cost of Basic Services for all members. The Additional Services – GIS dues structure is based on the type and level of GIS services requested by the interested member, with the pricing structure included as Appendix A in the IMA-MOU.

For the Basic Services portion of the Work Plan, specific activities and the likely implementation time frame is included in the Work Plan and the responsible party is the Coalition Director. No specific costs are assigned to each activity.

For the Additional Services – GIS portion, GIS tasks associated with either Tier 1, 2, or 3 services are listed for each interested municipality, with the Coalition GIS Coordinator named as the responsible party. If there's no interest in Additional Services – GIS, there are no listed Tier 1, 2, or 3 tasks.

To better explain the Additional Services – GIS fee structure and GIS tasks, Nancy Heinzen explained the content of the Additional Services – GIS requested by various municipalities, along with the costs assigned to each Tier, information provided in the 2023 Work Plan for each interested member.

Nancy Heinzen then provided the Board with a summary of proposed Member Dues for 2023, which incorporates all sources of funding for the Coalition, namely the County Coalition Support which subsidizes a portion of both the Basic and Additional Services- GIS dues; dues for Basic Services; dues for Additional Services – GIS; and Esri license fees, a pass through fee such that the Coalition orders the license and the member covers the cost.

She then pointed out a request by one of the municipalities to upload existing drinking water infrastructure data to the Stormwater Web App created by the Coalition GIS Coordinator. This was included in the proposed work plan as a Tier 3, Special Project request, but unclear was the status of drinking water infrastructure in the overall pricing structure of Additional Services – GIS.

For some, engaging the Coalition at all with drinking water infrastructure represents a concerning drift away from the purpose of the Coalition which is to focus on separate storm system infrastructure.

Board representatives discussed this request with Garry Nathan making a motion to include this Tier 3 task in the 2023 Work Plan, along with the associated Tier 3 fee. Neil O'Connor seconded the motion and all voted in favor of the motion.

Dave Dressel made a motion to approve the proposed 2023 Work Plan, which was seconded by Maggie Alix and passed unanimously.

C. Proposed Coalition 2023 Budget

- 1. Total Dues, Licenses, and Expenditures**
- 2. Missing Items –Work Arounds?**
- 3. Decision - Edits? Approval?**
- 4. Statement of Intent for 2023**

Nancy Heinzen explained the proposed 2023 Budget pointing out sources of revenue mentioned previously (Member Dues and Esri licensing fees); expenditures for either Basic or Additional Services – GIS; and the amount of funds representing the County Coalition Support, i.e. County Share or revenue less expenses (not to exceed \$100,000 as stated in the IMA-MOU).

She also explained that the Comptroller’s office had provided her with the reserve balance for 2021 (\$103,081.81), which makes it possible to transfer into the Coalition budget funds to cover expenses associated with training a new Coalition Director and related accrued vacation liability costs. As a contingency, she presented the Board with a proposed budget (6a) which included using the Coalition reserve for this purpose. All other budget lines (member dues, expenditures, County Coalition Support) would remain the same.

Garry Nathan made a motion to approve Budget 6a, which was seconded by Jeremy Cramer, and passed unanimously.

Nancy Heinzen explained that she will send out the 2023 Statement of Intent Forms affirming member commitment for 2023 dues at the amount in the adopted 6a budget along with continuing as a member of the Coalition.

She reminded the Board that the Statement of Intent Form is due August 15, 2022 and that IMA-MOU original signature pages necessary to fully execute the IMA-MOU need to be submitted by September 23.

III. Other

A. Letter of Support – U Albany – Professor Yaoze Liu

Nancy Heinzen explained that on behalf of the Coalition she wrote a letter of support for Dr. Yaoze Liu’s grant application. Dr. Liu is professor from the University at Albany – SUNY Department of Environmental and Sustainable Engineering. Should he receive funds, the Coalition may receive a request to attend a workshop about his project.

B. VHB GIS Services Contract – ends 12/31/2022

Nancy Heinzen explained that the Coalition GIS Coordinator has complete tasks otherwise completed by VHB, therefore terminating the contract should be considered. Dave Dressel

made a motion to terminate the Coalition contract with VHB, Maggie Alix seconded the motion, all voted in favor of the motion.

C. The Reserve

The Coalition reserve balance for 2021 was calculated by the Comptroller's office. It is \$103,081.81.

A motion to adjourn the July 15, 2022 Board meeting was made by Frank Fazio and seconded by Maggie Alix. The motion passed unanimously.

These minutes were approved at the September 16, 2022 Board of Director's meeting.