

*Stormwater Coalition of Albany County
Board of Directors*

**Friday, January 20, 2023
Village of Green Island
8:35am to 9:55am**

MINUTES

Board of Directors Attending:

Neil O'Connor, City of Albany (Board alternate)
Eric Johnson, Town of Bethlehem
Garry Nathan, City of Cohoes (Board alternate, note taker)
Maggie Alix, Village of Green Island
Nicole Ognan, Village of Menands
Doug LaGrange, Town of New Scotland (Chairperson)
Frank Fazio, Village of Voorheesville
Dave Dressel, City of Watervliet

Also Present:

Nancy Heinzen, Coalition Stormwater Program Director
Tod Ward, Village of Green Island (Board alternate)

Absent:

Lucas Rogers, Albany County (Host Liaison)
Sameer Modasra, Albany County (Board alternate)
Nick Sala, Village of Altamont (Permanent)
Matt McGarry, Town of Colonie (Permanent)
Peter Barber, Town of Guilderland
Brad Bunzey, University at Albany

I. Appointment of Board of Directors chairperson and alternate (IMA/MOU Paragraph 6.5)

Garry Nathan made a motion to appoint Douglas LaGrange Board chairperson and Neil O'Connor alternate chairperson. Maggie Alix seconded the motion. The motion passed unanimously.

II. Approval of September 16, 2023 Board Meeting Minutes

A motion to approve the September 16, 2023 Board Meeting minutes was made by Garry Nathan and seconded by Frank Fazio. The motion passed unanimously.

III. Reports

A. Coalition Administration

1. 2022 Budget Report (Hiring Sub-Committee; Budget TXRs, EOY 2022 Reports)

2. Hiring Sub-Committee Report (Board communication, London contract, Job Posting update)

The Coalition Director, Nancy Heinzen explained a set of budget transfers authorized by the County Executive on December 12, 2022. These transferred funds, consolidated unspent budget lines within the Miscellaneous Contractual line to cover the cost of a mapping contract with London Environmental for \$11,700.

While encumbered funds from 2021 could have been used for this contract, due to liquidation concerns, the Board appointed Hiring Sub-Committee agreed to transfer and secure 2022 funds instead. These 2021 funds may still be available to cover London Environmental costs.

Nancy Heinzen reminded the Board that the London Environmental contract for infrastructure mapping and web mapper services was the direct result of multiple meetings with Coalition members regarding how best to handle the resignation of the Coalition GIS Coordinator in August, 2022.

To that end, at the September 16 meeting, the Coalition Board of Directors created the Coalition Hiring Sub-Committee which among other tasks was charged with researching how best to secure mapping services, beginning first with the idea of hiring ‘Moonlighting Mapper’ staff from member communities, then as needed exploring other options.

Eventually as explained by the Coalition Director, based on information provided by County staff and discussions with the Coalition Hiring Sub-Committee, a decision was made to contract the work out to consultants.

To clearly explain mapping tasks, the mapping needs of the Town of New Scotland, Village of Green Island, and Albany County DPW were researched carefully and a detailed scope of services sent out to potential vendors. Four (4) quotes and proposals were received and these were scored by Coalition Hiring Sub-Committee which recommended hiring London Environmental to complete the work.

Once other County approvals were in order, the County Law Department generated a contract which was executed by London Environmental in December, 2022. The County Purchasing Department then issued a purchase order such that 2022 funds parked in the Miscellaneous Contractual line could be encumbered to cover London Environmental costs anticipated for 2023.

Below is an itemization of 2022 funds transferred to the Miscellaneous Contractual line and existing funds in the same line:

\$ 1,192.00 transferred from Computer Supplies to Misc Contractual
\$ 961.00 transferred from Travel, Mileage, to Misc Contractual
\$ 5,336.00 transferred from Fees For Services to Misc Contractual
\$ 7,489.00 total funds transferred to Misc Contractual
\$ 4,208.87 unspent, existing funds in Misc Contractual
\$ 11,697.87 total 2022 Misc Contractual for London Environmental

(Note: due to rounding error, funds transferred in were short \$2.13. This difference will be paid using 2023 funds.)

While the Coalition Director intended to inform the full Board of ongoing decisions related to securing mapping services, that did not happen.

Instead, she prepared a report titled, “*REPORT to the Coalition Board of Directors from the Hiring Sub-Committee Report – The Moonlight Option – Activities and Decisions (September 16, 2022 to January 5, 2023)*”. This report is included in the Board packet.

Dave Dressel made a motion in support of the Hiring Sub-Committee decision to contract with London Environmental for mapping services. Maggie Alix seconded the motion which passed unanimously.

Maggie Alix made a motion to approve the transfer of 2022 funds to cover the London Environmental contract cost of \$11,700. Neil O’Connor seconded the motion, which passed unanimously.

3. 2023 Budget Report (2023 Dues, Invoices; Purchases)

Dues invoices were sent out to all members the first week of January. Four checks have been received. None have been deposited, therefore this revenue does not appear in the budget report. Of the four (4) checks, three (3) include funds to cover Additional Services – GIS.

Nancy Heinzen reminded the Board that for 2023 some members had bought Additional Services – GIS across various combinations of the three tiers of services itemized in the Coalition IMA-MOU.

She pointed out that the London Environmental contract will provide some Additional Services – GIS to the three (3) municipalities named in the contract, but the mapping work is limited in scope. It does not include all Additional Services - GIS requested by all eight (8) members who requested services.

Given other hiring priorities, it’s unlikely that a Coalition GIS Coordinator (now titled GIS Analyst) will be hired any time soon to provide the GIS services itemized in the 2023 Work Plan. Nor is it likely that the County’s interest in developing a

coordinated GIS program will have capacity to address the immediate mapping needs of Coalition members.

Given this, Nancy Heinzen mentioned alternatives, such as expanding the London Environmental contract to provide all of the GIS services named in the 2023 Work Plan or at some point in 2023 reimbursing members who paid extra in dues. This would free up municipal funds to secure mapping services some other way.

She then reviewed a handout explaining which ESRI ArcGIS Online licenses needed to be purchased for various members, all part of the Additional Services – GIS calculation built into the 2023 Member Dues. She confirmed with those present that she would still purchase the licenses on their behalf, along with the continued maintenance of ESRI mapping licenses matched to broader Coalition operations.

When asked about the \$5300 budgeted in the Miscellaneous Contractual line, she explained that much of that covered the cost of updating the Coalition website, a need mentioned by our website host, Meticulosity several years ago. These funds are could also be used for other purposes if necessary.

4. Board Representation – 2023 Form (“In Writing”)
6. Contact List – 2023 Update and Coalition website

The Coalition Director reminded Board members to send her their Board of Directors 2023 Representation Form and thanked others who had already sent it in. She then explained how this information was entered in the 2023 Contact List and reviewed the status of contact information for those members present, asking each to provide her with corrections.

Doug LaGrange formally introduced and welcomed new Board representatives to the Coalition.

5. Board Meetings – 2023 Dates & Location

Nancy Heinzen reviewed the Board and Working Group meeting schedule pointing out that all Board meetings for 2023 would be held at the Village of Green Island.

B. NYSDEC

1. NYSDEC MS4 Permit Update

The Coalition Director mentioned that NYSDEC regional staff had communicated to various MS4s and others throughout New York State that the MS4 Permit would be released by the end of January.

As this was the first time any NYSDEC staff had communicated a release date, Nancy Heinzen has been watching the Environmental Notice Bulletin closely for information. As of the January 20 Board meeting there is still no MS4 Permit. If it is released soon, Coalition members need to be prepared for new requirements

2. NYSDEC Sw Mgmt Design Manual – 2022 DRAFT (Coalition comments), due 11/18/22)

Various Working Group representatives were interested in submitting comments to NYSDEC regarding the 2022 DRAFT NYSDEC Stormwater Management Design Manual. The Coalition Director participated in the process and wrote up comments on behalf of the Coalition. They were submitted on time and included in the Board packet. The Coalition Director mentioned a few highlights.

C. County Climate Resiliency Plan (DRAFT Climate Resiliency Plan, Coalition mentioned)

The Coalition Director explained that Albany County recently released the DRAFT Climate Resiliency Plan and that the Stormwater Coalition is named as a possible partner to help complete some of the Recommended Actions. While she had yet to read the proposed plan carefully, she mentioned her own concerns that while some of the actions may align with Coalition interests, some may not.

Having attended the recent Climate Resiliency Plan Technical Committee meeting she explained that the lead consultant, Liz Podowski King from Bergmann and Lucas Rogers from the County Executive's office were interested in feedback regarding the partnerships named in the plan.

Doug LaGrange, Neil O'Connor, Garry Nathan, Maggie Alix, Nancy Heinzen, and possibly Dave Dressel agreed to meet on January 27, 2023 at 1:00pm to discuss the DRAFT Climate Resiliency Plan. The purpose was to provide the requested feedback and written comments by the due date of February 6, 2023.

D. Coalition 2022 Work Plan (Oct – Dec, 2022: IMA-MOU Fully Executed. SW Prog Tech services 4 MS4s – NONE. GIS Coor-mappers, field map'g, GIS policies – NONE. Director: SwIM decommission; London Environmental map'g contract; County GIS Coordinator mtgs; V/Menands staff transition/training; admin ArcGIS online accounts; Hiring Sub-Committee – job post'g/website updates.

Nancy Heinzen highlighted actions completed since the last Coalition Board meeting in September, 2022 not otherwise mentioned. In particular she's taking a close look at the Coalition website, checking that links are active, and the information up to date. Anyone interested in applying for the Coalition Director position will probably look at the website carefully, therefore she wanted the website content to be timely and informative.

A considerable amount of time was spent addressing the mapping gap which resulted when the Coalition GIS Coordinator resigned in August, 2022. Many from within County government helped move the process along, including staff from Management and Budget, Law Department, Comptroller's office, Human Resources, and Purchasing. The end result was a contract with London Environmental. A related result was little time spent implementing various steps to promote the Coalition Stormwater Program Director position.

IV. Discussions/Decisions

A. Coalition 2023 Workplan

- 1. Adopted vs. Situation Now** (Director position/tasks; GIS Specialist salary; London contract; MS4 Permit)
- 2. Framing up 2023** (New, different priorities – what are they?)
- 3. 2023 Member Dues** (Add'l Services – GIS Dues reimbursement?)

The topics listed here were discussed previously, all part of the 2022 and 2023 Budget Report and MS4 Permit update.

B. Coalition Director Job Posting

- 1. Update** (Advertising, Website, LinkedIn, Applications, Interviews, Training/Transition)
- 2. Director** (Priorities & Time Frame; Member Needs & MS4 Permit; What Ifs)

Nancy Heinzen reviewed the most recent Job Posting flyer, pointing out that a final application due date still needed to be set. Once posted, she intends to give applicants 4 – 5 weeks to submit an application. She hoped to post the job by the end of January and to have applications to discuss before the next Board meeting on March 17.

There are two other stormwater jobs now posted locally, one at the Town of Colonie; the other by Albany County DPW. They have generated a few interested applicants, but none were qualified. Filling the Coalition Director position may be equally difficult.

A motion to adjourn the January 20, 2023 Board meeting was made by Garry Nathan and seconded by Frank Fazio. The motion passed unanimously.

Minutes approved at the March 17, 2023 Board of Director's meeting.