



Central New York Regional Planning & Development Board  
126 N. Salina Street, Suite 200, Syracuse, New York 13202 • Tel. (315) 422-8276 • Fax: (315) 422-9051  
James J. Murphy, Jr., Chairman David V. Bottar, Executive Director

## CNY STORMWATER COALITION EDUCATION AND STAFF SERVICES PROGRESS REPORT YEAR-10 PROGRAM

**I. REPORTING DATES:** January 1, 2019 – March 1, 2019

**II. AGENCY:**

Central New York Regional  
Planning & Development Board  
126 N. Salina Street  
100 Clinton Square, Suite 200  
Syracuse, New York 13202  
Tel: (315) 422-8276 Fax: (315) 422-9051

**III. REPORT PREPARER:**

Kathleen Bertuch, Program Manager  
Water/Environmental Resources Management

**IV. PROGRESS ACTIVITIES:**

**A) Work Accomplished During the Past Quarter**

The following summarizes work completed over the past quarter.

**Task I.1 Staff Support for the CNY Stormwater Coalition, Executive Committee and Working Committees:**

*Coalition Executive Committee:* Planned, held and conducted an Executive Committee meeting on January 29; reviewed the current Memorandum of Agreement; proposed language changes to address multiple MS4 representation and voting authorization; drafted changes to the MOA based on input received from the Executive Committee members.

*CNY Stormwater Coalition:* Planned, held and conducted follow up for the February 5<sup>th</sup> full Coalition meeting; prepared and distributed a summary of the November meeting, the Feb. meeting agenda and proposed changes to the MOA; compiled information on new solid waste regulations, Beneficial Use Determination and spoils management from NYS DEC and other stormwater coalitions; prepared a summary of the February meeting; compiled spoils quantity and use information from MS4s via an online survey; reviewed existing outfall data collected by CNY RPDB in 2005; requested and met with Onondaga County SWCD in mid-February to discuss 2018 outfall inspection data; developed two brief online surveys to assess future grant needs relative to outfall mapping.

*Individual MS4 assistance:* met with the Town of DeWitt on March 25 to review outfall mapping and inspection concerns and potential next steps; provided web stats to the Village of Liverpool upon request; discussed overall MS4 program and opportunities for joint compliance with Manlius Town

Board member Sara Bollinger on March 19; provided information to Baldwinsville Village relative to solid waste regulations and road maintenance spoils BUD; discussed SWMP template with Manlius Village.

Task I.2 Communications: Maintained open lines of communication with DEC Central Office staff regarding updates to the MS4 permit; maintained outreach to lake and neighborhood groups to keep them engaged and informed about stormwater issues and to identify opportunities for public participation and engagement; updated/confirmed all MS4 contact lists and designation forms as needed.

Task 1.3 Annual Reporting: Completed MCM 1 of the MS4 Annual Report and distributed to MS4 members on March 22; compiled all support documentation and set up a blind link for access on the stormwater website on April 1.

Task I.4 Financial Administration and Reporting: Completed Oct. – Dec 2018 quarterly progress and financial reports and distributed to the Executive Committee for review and approval; sent final invoices for 2019 program year; distributed all third party Certification Statements to MS4.

Task II.1 Stormwater Public Survey Response Actions: Contacted Syracuse Post Standard to review online options and other outreach opportunities and costs; identified opportunities to streamline existing stormwater website; finalized and distributed winter maintenance for water quality brochure to private contractors.

Task II.2 Maintain Regional Stormwater Website: Conducted monthly maintenance and content updates.

Task II.3 Syracuse Post Standard Stormwater Pullout: Began defining messages and compiling content; discussed publication dates with Post Standard.

Task II.4 Electronic Stormwater Newsletter for the General Public: Drafted content and began layout for 2019 spring and summer editions.

Task II.5 Staff CNY Stormwater Coalition Booth at 2 Public Events: no action to date.

Task II.6 Electronic Outreach to CNY Contractors and Developers: No action to date.

Task III.1 Municipal Workshops: Discussed IDDE training needs and assistance with A. Sansone/Monroe County Environmental Health and the Center for Watershed Protection; researched and reviewed online stormwater training modules and tools for quarterly Coalition meetings; met with Onondaga County SWCD and Onondaga County CCE to discuss joint winter road maintenance/calibration workshop on March 21.

Task II.1 Online System Map: Reviewed and assessed existing outfall data to determine usability in the online map; reviewed flow direction development and worked with the Syracuse Metropolitan Transportation Council to address corrupt data file received from a member MS4. Additional work

completed under an existing WQIP grant sponsored by the Town of DeWitt.

## **B) Status of Each Task**

Task I.1 Staffing Support for the CNY Stormwater Coalition, Executive Committee and Working

Committees: 25% complete

Task I.2 Communications: 25% complete

Task I.3 Annual Reporting: 100% complete for 2018-19 contract year; 3% for current contract year.

Task I.4 Financial Administration and Reporting: 25% complete

Task II.1 Stormwater Public Survey Response Actions: 15% complete

Task II.2 Maintain Regional Stormwater Website: 25% complete

Task II.3 Syracuse Post Standard Stormwater Pullout: 20% complete

Task II.4 Electronic Stormwater Newsletter for the General Public: 15% complete

Task II.5 Staff CNY Stormwater Coalition Booth at 2 Public Events: 0% complete

Task II.6 Electronic Outreach to CNY Contractors and Developers: 0% complete

Task III.1 Municipal Workshops: 10% complete

Task II.1 Online System Map: 25% complete

## **C. Changes to Approved Plan and Specifications**

None

## **D. Grant Funded Tasks Matched by Coalition Fees**

*Storm Sewer Mapping:* Reviewed stormwater map data in support of expanding flow direction lines; documented open drainage; documented questionable data and logged comments on catch basins and outfalls to support database revisions; responded to requests for 2018 data collected.

## **V. PROBLEMS ENCOUNTERED AND HOW RESOLVED**

No problems were encountered.

## **VI) FINANCIAL STATUS**

See attached Revenue and Expense Report



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James J. Murphy, Jr., Chairman

David V. Bottar, Executive Director

**STORMWATER COALITION  
REVENUE & EXPENSE REPORT  
JANUARY 1 - DECEMBER 31, 2019**

<b>REVENUE:</b>					
MUNICIPAL PARTICIPATION					
30 MUNICIPALITIES X \$3,600 = \$ 108,000.00					
<b>EXPENSE:</b>	<b>JANUARY 1- MARCH 31</b>	<b>APRIL 1- JUNE 30</b>	<b>JULY 1- SEPTEMBER R 30</b>	<b>OCTOBER 1- DECEMBER 31</b>	<b>TOTAL</b>
SALARIES	\$ 6,355.07				\$ 6,355.07
FRINGE	2,311.90				2,311.90
RENT	1,195.07				1,195.07
TRAVEL/CONFERENCE	22.44				22.44
POST STANDARD	0.00				0.00
CONSULTANT/GIS	0.00				0.00
POSTAGE/COPIER	15.00				15.00
OFFICE SUPPLIES/	35.91				35.91
SUBSCRIPTIONS/FEES	0.00				0.00
SOFTWARE/EQUIPMENT	0.00				0.00
INDIRECT	2,898.30				2,898.30
<b>TOTAL EXPENSES</b>	<b>12,833.69</b>	-	-	-	<b>12,833.69</b>
<b>BALANCE</b>					<b>\$ 95,166.31</b>

*Serving the Counties of Cayuga, Cortland, Madison, Onondaga and Oswego*

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# Revenue and Expenditure Report by Element

Central New York Regional Planning & Development B

Period 1/1/2019 to 3/31/2019

Run Date: 04/16/2019

Run Time: 3:24:57 pm

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38200 WATER QUALITY		Project Period			to			
Element Code	Description	Budget	Prior Year	Current	YTD	Project Total	Un/Over	% Bud
<b>386000 STORMWATER COALITION</b>								
<u>Revenues</u>								
42800	MUNICIPAL CONTRIB	0.00	0.00	3,600.00	108,000.00	108,000.00	(108,000.00)	0.00 %
	Revenues	0.00	0.00	3,600.00	108,000.00	108,000.00	(108,000.00)	0.00 %
<u>Expenses</u>								
50000	Salaries	0.00	0.00	1,479.05	6,355.07	6,355.07	(6,355.07)	0.00 %
50500	Fringe Benefits	0.00	0.00	520.01	2,311.90	2,311.90	(2,311.90)	0.00 %
51800	Office Equipment Rer	0.00	0.00	3.58	35.91	35.91	(35.91)	0.00 %
51900	Postage & Freight	0.00	0.00	15.00	15.00	15.00	(15.00)	0.00 %
52100	Travel & Misc. Empl.	0.00	0.00	0.00	10.44	10.44	(10.44)	0.00 %
52500	Parking	0.00	0.00	12.00	12.00	12.00	(12.00)	0.00 %
52800	Rent	0.00	0.00	410.48	1,195.07	1,195.07	(1,195.07)	0.00 %
59700	INDIRECT COSTS	0.00	0.00	513.93	2,898.30	2,898.30	(2,898.30)	0.00 %
	Expenses	0.00	0.00	2,954.05	12,833.69	12,833.69	(12,833.69)	0.00 %
	Balance:	0.00	0.00	645.95	95,166.31	95,166.31		
	<b>Project Revenues:</b>	0.00	0.00	3,600.00	108,000.00	108,000.00	(108,000.00)	0.00 %
	<b>Project Expenses:</b>	0.00	0.00	2,954.05	12,833.69	12,833.69	(12,833.69)	0.00 %
	<b>Project Balance:</b>	0.00	0.00	645.95	95,166.31	95,166.31		
	<b>Report Total</b>			645.95	95,166.31			

# Project/Element Charge Listing

Date: 03/31/2019  
 Run Date: 04/16/2019  
 Run Time: 3:32:20 pm  
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Central New York Regional Planning & Development B

Period From 1/1/2019 to 3/31/2019

Date	Type	Batch#	Docmt#	Description	GL#	Description	Amount
<b>Project: 38200 WATER QUALITY From to</b>							
<b>386000 STORMWATER COALITION</b>							
<b>Revenues</b>							
1/31/19	GJ	676	7531	RECOGNIZE 2019 STOF	40700	Other Agency Contribution/F	36,000.00
2/28/19	GJ	677	7568	CORRECT JAN SW GL P	40700	Other Agency Contribution/F	(36,000.00)
<b>Subtotal:</b>							<b>0.00</b>
1/8/19	CR	1794	4399	TOWN OF MARCELLUS	42800	MUNICIPAL CONTRIBUTION	3,600.00
1/8/19	CR	1794	4400	TOWN OF SALINA	42800	MUNICIPAL CONTRIBUTION	3,600.00
1/8/19	CR	1794	4401	TOWN OF CLAY	42800	MUNICIPAL CONTRIBUTION	3,600.00
1/8/19	CR	1794	4402	TOWN OF VAN BUREN	42800	MUNICIPAL CONTRIBUTION	3,600.00
1/10/19	CR	1799	4415	TOWN OF LYSANDER	42800	MUNICIPAL CONTRIBUTION	3,600.00
1/10/19	CR	1799	4416	TOWN OF ONONDAGA	42800	MUNICIPAL CONTRIBUTION	3,600.00
1/10/19	CR	1799	4417	VILLAGE OF CAMILLUS	42800	MUNICIPAL CONTRIBUTION	3,600.00
1/10/19	CR	1799	4418	VILLAGE OF BALDWIN	42800	MUNICIPAL CONTRIBUTION	3,600.00
1/11/19	CR	1795	4404	ONONDAGA COUNTY	42800	MUNICIPAL CONTRIBUTION	3,600.00
1/11/19	CR	1795	4405	TOWN OF MANLIUS	42800	MUNICIPAL CONTRIBUTION	3,600.00
1/11/19	CR	1795	4406	CITY OF SYRACUSE	42800	MUNICIPAL CONTRIBUTION	3,600.00
1/11/19	CR	1795	4407	TOWN OF LAFAYETTE	42800	MUNICIPAL CONTRIBUTION	3,600.00
1/11/19	CR	1795	4408	VILLAGE OF E. SYRACU	42800	MUNICIPAL CONTRIBUTION	3,600.00
1/24/19	CR	1802	4425	VILLAGE OF LIVERPOO	42800	MUNICIPAL CONTRIBUTION	3,600.00
1/25/19	CR	1796	4409	NYS DEPT OF AG & MA	42800	MUNICIPAL CONTRIBUTION	3,600.00
1/31/19	CR	1798	4412	TOWN OF GEDDES	42800	MUNICIPAL CONTRIBUTION	3,600.00
1/31/19	CR	1798	4413	TOWN OF CICERO	42800	MUNICIPAL CONTRIBUTION	3,600.00
2/11/19	CR	1804	4438	TOWN OF POMPEY	42800	MUNICIPAL CONTRIBUTION	3,600.00
2/11/19	CR	1804	4439	VILLAGE OF PHOENIX	42800	MUNICIPAL CONTRIBUTION	3,600.00
2/28/19	GJ	677	7568	CORRECT JAN SW GL P	42800	MUNICIPAL CONTRIBUTION	36,000.00
3/6/19	CR	1807	4444	VILLAGE OF CENTRAL	42800	MUNICIPAL CONTRIBUTION	3,600.00
<b>Subtotal:</b>							<b>108,000.00</b>
<b>Revenues</b>							<b>108,000.00</b>
<b>Expenses</b>							
1/10/19	VR	765	9233	EASTERN MANAGED P	51800	Office Equipment Rental	9.82
2/15/19	VR	771	9273	EASTERN MANAGED P	51800	Office Equipment Rental	22.51
3/6/19	VR	775	9309	EASTERN MANAGED P	51800	Office Equipment Rental	3.58
<b>Subtotal:</b>							<b>35.91</b>
3/29/19	GJ	683	7611	POSTAGE	51900	Postage & Freight	15.00
<b>Subtotal:</b>							<b>15.00</b>
2/28/19	VR	774	9306	KATHLEEN BERTUCH	52100	Travel & Misc. Empl. Reim. E	5.80
2/28/19	VR	774	9306	KATHLEEN BERTUCH	52100	Travel & Misc. Empl. Reim. E	4.64
<b>Subtotal:</b>							<b>10.44</b>
3/6/19	VR	775	9328	THIRD NATIONAL ASSC	52500	Parking	12.00
<b>Subtotal:</b>							<b>12.00</b>
1/10/19	VR	765	9254	THIRD NATIONAL ASSC	52800	Rent	461.58
2/1/19	GJ	677	7530	REV JAN PREPAID REN	52800	Rent	323.01
3/1/19	VR	772	9296	THIRD NATIONAL ASSC	52800	Rent	10.98
3/1/19	VR	772	9297	THIRD NATIONAL ASSC	52800	Rent	295.71
3/31/19	GJ	684	7612	Reclass Q1 rent Water	52800	Rent	103.79

# Project/Element Charge Listing

Date: 03/31/2019  
Run Date: 04/16/2019  
Run Time: 3:32:20 pm  
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Central New York Regional Planning & Development B

Period From 1/1/2019 to 3/31/2019

Date	Type	Batch#	Docmt#	Description	GL#	Description	Amount
Project: 38200 WATER QUALITY				From to			
386000 STORMWATER COALITION							
Expenses							
						Subtotal:	1,195.07
						Expenses	1,268.42
						Balance:	106,731.58
						Project Balance:	106,731.58



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Paul W. Pinckney, Chairman David V. Bottar, Executive Director

## CNY STORMWATER COALITION EDUCATION AND STAFF SERVICES PROGRESS REPORT YEAR-10 PROGRAM

**I. REPORTING DATES:** April 1, 2019 – June 31, 2019

**II. AGENCY:**

Central New York Regional  
Planning & Development Board  
126 N. Salina Street  
100 Clinton Square, Suite 200  
Syracuse, New York 13202  
Tel: (315) 422-8276 Fax: (315) 422-9051

**III. REPORT PREPARER:**

Kathleen Bertuch, Program Manager  
Water/Environmental Resources Management

**IV. PROGRESS ACTIVITIES:**

**A) Work Accomplished During the Past Quarter**

The following summarizes work completed over the past quarter.

**Task I.1 Staff Support for the CNY Stormwater Coalition, Executive Committee and Working Committees:**

*Coalition Executive Committee:* Planned, held and conducted an Executive Committee meeting on May 7; presented for approval the Q1 progress and financial reports; reviewed results of municipal spoils survey, input from other Coalitions and online materials exchange options; presented results of electronic MOA vote presented video training opportunities and costs; discussed outfall and system mapping needs and upcoming grant opportunities; reviewed the proposed 2020 work plan and budget and the May 7<sup>th</sup> Coalition meeting agenda.

*CNY Stormwater Coalition:* Planned, held and conducted follow up for the May 7<sup>th</sup> full Coalition meeting including preparation of the meeting summary; prepared and distributed a summary of the February meeting and the proposed 2020 work plan and budget, the May meeting agenda and proposed changes to the MOA; drafted the 2020 work plan & supporting resolution for MS4s; conducted an electronic vote to approve a requested MOA change and developed next steps for advancing change; researched MS4 training opportunities including IDDE training through Monroe County and compiled cost estimates for training videos recommended by other NYS Coalitions, reviewed and selected no-cost training video for use at the May Coalition meeting; presented results of MS4 spoils survey and input compiled from other Coalitions; reviewed outfall data gaps and sought approval to proceed with a mapping grant application under the CFA to help address outfall



and other system mapping gaps.

Began developing a WQIP grant proposal under the CFA; worked with the Town of DeWitt on sponsor needs, drafted MS4 support letters, distributed required MS4 mapping status forms. Grant due date July 26.

*Individual MS4 assistance:* met with the Town of DeWitt on April 26 and June 26 to review outfall inventory and inspection needs and next steps; provided training to DeWitt Town interns on data collection using GPS purchased with grant dollars; provided additional limited GPS technical assistance; arranged to “borrow” interns for limited data collection in the Village of Liverpool; drafted and distributed MS4 support letters for new grant application; worked with DeWitt to finalize sponsor role.

Discussed unforeseen need to fill the role of Treasurer with the Town of DeWitt.

Task I.2 Communications: Maintained open lines of communication with DEC Central Office staff regarding updates to the MS4 permit with a particular focus on new mapping requirements anticipated for the upcoming MS4 permit and status of planned IDDE guidance manual; maintained outreach to lake and neighborhood groups to keep them engaged and informed about stormwater issues and to identify opportunities for public participation and engagement; continued to maintain/update MS4 contact lists as needed. Outlined planned spoils exchange webpage; reviewed and revised first take; second design in progress.

Task 1.3 Annual Reporting: Completed all education and outreach questions on the 2018-19 MS4 Semi-Annual Report and distributed to MS4s in the Onondaga Lake watershed on May 16.

Task I.4 Financial Administration and Reporting: Completed January 1 – March 31 2019 quarterly progress and financial reports and distributed to the Executive Committee for review and approval; tracked tasks and time needed as match to current WQIP grant.

Task II.1 Stormwater Public Survey Response Actions: Resumed limited Facebook and Twitter posts.

Task II.2 Maintain Regional Stormwater Website: Conducted monthly maintenance and content updates.

Task II.3 Syracuse Post Standard Stormwater Pullout: Met with the Post Standard on 6/24 to review all opportunities and costs for widespread outreach effort within existing budget; identified a combination of Sunday print and weekday online “articles” for late summer when phosphorus issues are brought to light due to HABs (stormwater runoff hook).

Task II.4 Electronic Stormwater Newsletter for the General Public: Finalized and distributed the spring and early summer editions of *Gardens and Gutters* on 4/15/19 and 5/28/19.

Task II.5 Staff CNY Stormwater Coalition Booth at 2 Public Events: Reservation made for WEP

Clean Water Fair. initiated discussions with Onondaga Earth Corps re: opportunities to utilize staff for public education booths; investigated opportunities at the NYSFOLA conference in August.

Task II.6 Electronic Outreach to CNY Contractors and Developers: No action to date.

Task III.1 Municipal Workshops: Worked with Onondaga Cty SWCD to advance planning for winter road maintenance workshop; distributed link to stormwater training video site with request for input.

Task II.1 Online System Map: Continued to review and assess existing outfall data to determine usability in the online map; continued developing flow lines. Additional work completed under an existing WQIP grant sponsored by the Town of DeWitt including the purchase of needed software updates and maintenance agreements.

## **B) Status of Each Task**

Task I.1 Staffing Support for the CNY Stormwater Coalition, Executive Committee and Working Committees: 50% complete

Task I.2 Communications: 50% complete

Task I.3 Annual Reporting: 100% complete for 2018-19 contract year; 25% for current contract year.

Task I.4 Financial Administration and Reporting: 50% complete

Task II.1 Stormwater Public Survey Response Actions: 40% complete

Task II.2 Maintain Regional Stormwater Website: 50% complete

Task II.3 Syracuse Post Standard Stormwater Pullout: 25% complete

Task II.4 Electronic Stormwater Newsletter for the General Public: 50% complete

Task II.5 Staff CNY Stormwater Coalition Booth at 2 Public Events: 10% complete

Task II.6 Electronic Outreach to CNY Contractors and Developers: 0% complete

Task III.1 Municipal Workshops: 15% complete

Task II.1 Online System Map: 50% complete

## **C. Changes to Approved Plan and Specifications**

None

## **D. Grant Funded Tasks Matched by Coalition Fees**

*Storm Sewer Mapping:* Reviewed stormwater map data in support of expanding flow direction lines; documented open drainage; documented questionable data and logged comments on catch basins and outfalls to support database revisions; responded to requests for 2018 data collected.

## **V. PROBLEMS ENCOUNTERED AND HOW RESOLVED**

No problems were encountered.

**VI) FINANCIAL STATUS**

See attached Revenue and Expense Report



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**STORMWATER COALITION  
 REVENUE & EXPENSE REPORT  
 JANUARY 1 - DECEMBER 31, 2019**

<b>REVENUE:</b>					
MUNICIPAL PARTICIPATION					
30 MUNICIPALITIES X \$3,600 = \$ 108,000.00					
<b>EXPENSE:</b>	<b>JANUARY 1- MARCH 31</b>	<b>APRIL 1- JUNE 30</b>	<b>JULY 1- SEPTEMBER 30</b>	<b>OCTOBER 1- DECEMBER 31</b>	<b>TOTAL</b>
SALARIES	\$ 6,355.07	\$ 12,325.19			\$ 18,680.26
FRINGE	2,311.90	4,486.45			6,798.35
RENT	1,195.07	855.33			2,050.40
TRAVEL/CONFERENCE	22.44	79.00			101.44
POST STANDARD	0.00	-			0.00
CONSULTANT/GIS	0.00	-			0.00
POSTAGE/COPIER	15.00	2.40			17.40
OFFICE SUPPLIES/	35.91	19.17			55.08
SUBSCRIPTIONS/FEES	0.00	-			0.00
SOFTWARE/EQUIPMEN	0.00	-			0.00
INDIRECT	2,898.30	5,837.61			8,735.91
<b>TOTAL EXPENSES</b>	<b>12,833.69</b>	<b>23,605.15</b>	<b>-</b>	<b>-</b>	<b>36,438.84</b>
<b>BALANCE</b>					<b>\$ 71,561.16</b>



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## CNY STORMWATER COALITION EDUCATION AND STAFF SERVICES PROGRESS REPORT YEAR-10 PROGRAM

**I. REPORTING DATES:** July 1, 2019 – September 30, 2019

**II. AGENCY:**

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**III. REPORT PREPARER:**

Kathleen Bertuch, Program Manager  
Water/Environmental Resources Management

**IV. PROGRESS ACTIVITIES:**

**A) Work Accomplished During the Past Quarter**

The following summarizes work completed over the past quarter.

**Task I.1 Staff Support for the CNY Stormwater Coalition, Executive Committee and Working Committees:**

*Coalition Executive Committee:* Planned, held and conducted an Executive Committee meeting on July 30; introduced Stephanie Guerreschi as volunteer to fill the position of Coalition Treasurer; presented for approval the Q2 progress and financial reports; discussed progress on fill exchange web page, issues associated with delayed MOA approval, status of developing WQIP grant and plans for the August picnic meeting including review and approval of the August 6 meeting agenda.

*CNY Stormwater Coalition:* Planned, held and conducted follow up for the August 6 full Coalition meeting including preparation of the meeting summary, arrangements for lunch and other logistic support needs; delivered quarterly program updates.

Continued to work with individual MS4s relative to MOA updates; responded to several requests for clarification and tracked signature pages. Began outreach to MS4s that have not yet returned resolutions to participate in 2020 program.

Drafted and submitted a \$500K WQIP grant proposal, secured required letters of commitment and documented required local match; worked in consultation with DEC Central Office to ensure a fundable approach was reflected in the application.

*Individual MS4 assistance:* continued to work with the Town of DeWitt to support the town's effort to build out its existing stormwater outfall inventory; provided additional limited GPS technical assistance; provided data collection training to "borrowed" interns to support limited data collection in the Village of Liverpool; drafted and distributed MS4 support letters for new grant application; worked with DeWitt to finalize sponsor role.

Task I.2 Communications: General communications with other Stormwater Coalitions around the state regarding utility of and interest in sharing training videos; maintained open lines of communication with DEC Central Office staff regarding updates to the MS4 permit and release date with a particular focus on new mapping requirements anticipated for the upcoming MS4 permit and status of planned IDDE guidance manual; requested MS4 permit presentation to the Coalition by DEC Central Office Staff; worked with NYWEA to negotiate a reduced registration fee for MS4 staff to their November Stormwater Conference in Syracuse; maintained outreach to lake and neighborhood groups to keep them engaged and informed about stormwater issues and to identify opportunities for public participation and engagement; continued to maintain/update MS4 contact lists as needed; distributed contact information/designation forms to MS4s as needed to maintain current contact information.

Task 1.3 Annual Reporting: Began compiling all documentation for Onondaga Lake watershed MS4 compliance reporting on the 2018-2019 MS4 Semi-Annual Report (report period ends October 9, 2019)

Task I.4 Financial Administration and Reporting: Completed April 1 – June 30 2019 quarterly progress and financial reports and distributed to the Executive Committee for review and approval; tracked tasks and time needed as match to current WQIP grant.

Task II.1 Stormwater Public Survey Response Actions: Continued limited Facebook posts; provided electronic information to MS4s and stakeholder groups to expand online outreach/education. Met with the Syracuse Post Standard to explore opportunities and costs for electronic publications; reviewed cost proposal and determined options would do little to advance public outreach as all required to be labeled as "sponsor content"

Task II.2 Maintain Regional Stormwater Website: Conducted monthly maintenance and content updates. In response to a request from Coalition representatives, designed and launched an MS4 Municipal Fill Exchange" page on the CNY Stormwater Coalition website. A link to the blind page was distributed on 7/16/19. No use recorded to date.

Task II.3 Syracuse Post Standard Stormwater Pullout: Drafted all content and developed graphics for a four-page insert; layout and design completed in accordance with Post Standard specifications. The insert was published on September 19, 2019. Estimated total readers 125,772; estimated adult Onondaga readers, 95,702.

Task II.4 Electronic Stormwater Newsletter for the General Public: Finalized and distributed the

mid and late summer and early fall editions of *Gardens and Gutters* on 7/24/19, 8/19/19 and 9/25/19. Each edition was distributed to 169 individual subscribers, participating MS4s, homeowner and lake association groups. The early fall edition was timed to take advantage of heightened public awareness and concern related to late season harmful algal blooms and generated several positive public responses and requests to be added to the subscription list.

Task II.5 Staff CNY Stormwater Coalition Booth at 2 Public Events: Updated outreach materials and staffed a stormwater information table at the Onondaga County Water Environment Clean Water Fair on September 7, 2009. Made materials and tabletop display available to a public school educator for use at various water quality protection workshops held in various locations across Onondaga County.

Task II.6 Electronic Outreach to CNY Contractors and Developers: Continued to monitor permit and associated guidance materials for updates; due to lack of new material, began updating content for a winter site closing themed newsletter to be distributed in early fall.

Task III.1 Municipal Workshops: Worked with Onondaga Cty SWCD to advance planning for winter road maintenance workshop including updating online registration forms to accommodate private contractors and pulling past materials to support planning meeting in October. Finalized recommendations for training videos and presented to Coalition membership for approval.

Task II.1 Online System Map: Updated web-based map content including flow lines and all data collected in 2018; prepared updated access information and distributed to MS4 users; collected input from end users on issues and needs for modifications. Additional work completed under an existing WQIP grant sponsored by the Town of DeWitt including the purchase of needed software updates and maintenance agreements.

## **B) Status of Each Task**

Task I.1 Staffing Support for the CNY Stormwater Coalition, Executive Committee and Working Committees: 75% complete

Task I.2 Communications: 75% complete

Task I.3 Annual Reporting: 100% complete for 2018-19 contract year; 70% for current contract year.

Task I.4 Financial Administration and Reporting: 75% complete

Task II.1 Stormwater Public Survey Response Actions: 75% complete

Task II.2 Maintain Regional Stormwater Website: 75% complete

Task II.3 Syracuse Post Standard Stormwater Pullout: 100% complete

Task II.4 Electronic Stormwater Newsletter for the General Public: 100% complete

Task II.5 Staff CNY Stormwater Coalition Booth at 2 Public Events: 100% complete

Task II.6 Electronic Outreach to CNY Contractors and Developers: 25% complete

Task III.1 Municipal Workshops: 25% complete

Task II.1 Online System Map: 75% complete

**C. Changes to Approved Plan and Specifications**

None

**D. Grant Funded Tasks Matched by Coalition Fees**

*Storm Sewer Mapping:* Completed flow lines to the extent supported by field data collected in 2018.

**V. PROBLEMS ENCOUNTERED AND HOW RESOLVED**

No problems were encountered.

**VI) FINANCIAL STATUS**

See attached Revenue and Expense Report



## Kathleen Bertuch

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**From:** Janet Neumann  
**Sent:** Tuesday, October 22, 2019 8:53 AM  
**To:** Kathleen Bertuch  
**Subject:** RE: Stormwater Coalition Financial report  
**Attachments:** Stormwater 9.30.2019.pdf; Stormwater Coalition Project Element Charge Listing.pdf

Hi Kathy,

Still have no idea when Sept reports will be completed even after my meeting with David yesterday. However, I've attached copies of the Coalition rev/exp report and the project element charge listing as of Sept 30<sup>th</sup>. I can't say for certain everything is in, but I'm pretty certain most everything is in. I just need to review again because I haven't been able to work on this since early Sept.

As you can see the Excal Visual invoice is not in, but wouldn't be in Sept anyway since the purchase wasn't made until Oct. Hopefully these reports will be of some help. Let me know if you have questions or need any further detail.

Janet

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**From:** Kathleen Bertuch  
**Sent:** Wednesday, October 16, 2019 9:45 AM  
**To:** Janet Neumann <jneumann@cnyrpdb.org>  
**Subject:** Stormwater Coalition Financial report

Janet,

Do you have a feel for when the Coalition financial report will be ready? The November meeting has been pushed out a week due to election day, so I technically don't have to send the financial report to the Executive Committee until the 28<sup>th</sup> or 30<sup>th</sup> but, I'm running a workshop and have a few other expenses that I will be incurring and I want to be sure that I don't overspend (and that I bill enough time before the end of the year which may be hard if I ever get this surgery scheduled). No pressure. Just wondering. Thanks.

Kathy

## Revenue and Expenditure Report by Element

Central New York Regional Planning & Development B  
 Period 1/1/2019 to 9/30/2019

Run Date: 10/22/2019  
 Run Time: 8:41:13 am  
 Page 1 of 1

38200 WATER QUALITY		Project Period							
						to			
Element	Description	Budget	Prior Year	Current	YTD	ProjTotal	Un/Over	% Bud	
<b>386000 STORMWATER COALITION</b>									
<b>Revenues</b>									
42800	MUNICIPAL CONTRIBUTIC	0.00	0.00	0.00	108,000.00	108,000.00	(108,000.00)	0.00 %	
	Revenues	0.00	0.00	0.00	108,000.00	108,000.00	(108,000.00)	0.00 %	
<b>Expenses</b>									
50000	Salaries	0.00	0.00	3,611.30	28,700.84	28,700.84	(28,700.84)	0.00 %	
50500	Fringe Benefits	0.00	0.00	1,337.25	10,815.04	10,815.04	(10,815.04)	0.00 %	
51800	Office Equipment Rental	0.00	0.00	13.65	92.39	92.39	(92.39)	0.00 %	
51900	Postage & Freight	0.00	0.00	0.00	17.40	17.40	(17.40)	0.00 %	
52000	Office Supplies	0.00	0.00	41.01	53.95	53.95	(53.95)	0.00 %	
52100	Travel & Misc. Empl. Reim	0.00	0.00	17.40	53.94	53.94	(53.94)	0.00 %	
52300	Conferences & Meetings	0.00	0.00	230.00	597.50	597.50	(597.50)	0.00 %	
52500	Parking	0.00	0.00	0.00	12.00	12.00	(12.00)	0.00 %	
52800	Rent	0.00	0.00	0.00	2,797.86	2,797.86	(2,797.86)	0.00 %	
59700	INDIRECT COSTS	0.00	0.00	1,251.92	12,809.06	12,809.06	(12,809.06)	0.00 %	
	Expenses	0.00	0.00	6,502.53	55,949.98	55,949.98	(55,949.98)	0.00 %	
	Balance:	0.00	0.00	(6,502.53)	52,050.02	52,050.02			
<b>Project Revenues:</b>		0.00	0.00	0.00	108,000.00	108,000.00	(108,000.00)	0.00 %	
<b>Project Expenses:</b>		0.00	0.00	6,502.53	55,949.98	55,949.98	(55,949.98)	0.00 %	
<b>Project Balance:</b>		0.00	0.00	(6,502.53)	52,050.02	52,050.02			
<b>Report Total:</b>				(6,502.53)	52,050.02				

## Project/Element Charge Listing

Central New York Regional Planning & Development B  
 Period From 9/1/2019 to 9/30/2019

Date: 09/30/2019  
 Run Date: 10/22/2019  
 Run Time: 8:45:31 am  
 Page 1 of 1

Date	Type	Batch#	Docmt#	Description	GL#	Description	Amount
<b>Project: 38200 WATER QUALITY From to</b>							
<b>386000 STORMWATER COALITION</b>							
<b>Expenses</b>							
8/31/19	VR	813	9626	EASTERN MANAGED PRINT N	51800	Office Equipment Rental	13.65
<b>Subtotal:</b>							<b>13.65</b>
9/30/19	VR	817	9636	KATHLEEN BERTUCH	52000	Office Supplies	41.01
<b>Subtotal:</b>							<b>41.01</b>
9/30/19	VR	817	9636	KATHLEEN BERTUCH	52100	Travel & Misc. Empl. Reim. Exp.	17.40
<b>Subtotal:</b>							<b>17.40</b>
9/30/19	VR	817	9636	KATHLEEN BERTUCH	52300	Conferences & Meetings	230.00
<b>Subtotal:</b>							<b>230.00</b>
<b>Expenses</b>							<b>302.06</b>
<b>Balance:</b>							<b>(302.06)</b>
<b>Project Balance:</b>							<b>(302.06)</b>



Central New York Regional Planning & Development Board  
126 N. Salina Street, Suite 200, Syracuse, New York 13202 • Tel. (315) 422-8276 • Fax: (315) 422-9051  
Paul W. Pinckney, Chairman David V. Bottar, Executive Director

## CNY STORMWATER COALITION EDUCATION AND STAFF SERVICES PROGRESS REPORT YEAR-10 PROGRAM

**I. REPORTING DATES:** October 1, 2019 – December 31, 2019

**II. AGENCY:**

Central New York Regional  
Planning & Development Board  
126 N. Salina Street  
100 Clinton Square, Suite 200  
Syracuse, New York 13202  
Tel: (315) 422-8276 Fax: (315) 422-9051

**III. REPORT PREPARER:**

Kathleen Bertuch, Program Manager  
Water/Environmental Resources Management

**IV. PROGRESS ACTIVITIES:**

**A) Work Accomplished During the Past Quarter**

The following summarizes work completed over the past quarter.

**Task I.1 Staff Support for the CNY Stormwater Coalition, Executive Committee and Working Committees:**

*CNY Stormwater Coalition:* Planned, provided staff assistance and conducted follow up for the November 12 full Coalition meeting including preparation of the quarterly program updates, meeting agenda and summary, arrangements for training video and other logistic support needs.

Continued to work with individual MS4s relative to MOA updates; responded to several requests for clarification and tracked signature pages; final outreach to MS4s that had not returned resolutions to participate in 2020 program.

*Individual MS4 assistance:* continued to work with the Town of DeWitt to support the town's effort to build out its existing stormwater outfall inventory including establishing close out procedures for equipment return and final data uploads; provided MS4 feature maps to Liverpool

**Task I.2 Communications:** Maintained open lines of communication with DEC Central Office staff regarding updates to the MS4 permit and request for in-person presentation at the February Coalition meeting; maintained outreach to lake and neighborhood groups to keep them engaged and informed about stormwater issues and to identify opportunities for public participation and engagement; continued to maintain/update MS4 contact lists as needed; distributed contact

information/designation forms to MS4s as needed to maintain current contact information following municipal elections.

Task 1.3 Annual Reporting: Completed and distributed on October 9 the MCM1 section of the MS4 Semi-Annual Report for the period March 9 – September 10, 2019.

Task I.4 Financial Administration and Reporting: Completed July – September 30 2019 quarterly progress.

Task II.1 Stormwater Public Survey Response Actions: Established a new CNY Stormwater Coalition Facebook page and initiated paid advertisements to increase public outreach through social media; provided electronic information to MS4s and stakeholder groups to expand online outreach/education.

Task II.2 Maintain Regional Stormwater Website: Conducted monthly maintenance and content updates.

Task II.3 Syracuse Post Standard Stormwater Pullout: Complete Q3 but worked with Post Standard staff to negotiate a partial refund on the 2019 insert fee in response to layout issues.

Task II.4 Electronic Stormwater Newsletter for the General Public: Task completed Q3.

Task II.5 Staff CNY Stormwater Coalition Booth at 2 Public Events: Completed Q3.

Task II.6 Electronic Outreach to CNY Contractors and Developers: Drafted and distributed “NYS Stormwater Permit for Construction Activities: Requirements for Construction Owner/Operators on Oct 15. The newsletter was sent to 53 local construction contractors & developers, the Syracuse Builders Exchange and posted on the CNY Stormwater website.

Task III.1 Municipal Workshops: in cooperation with Onondaga County SWCD, NYS Department of Transportation, NYS Dept. of Agriculture and Markets and Cornell Cooperative Extension of Onondaga County, organized and held a Snow and Ice Control Workshop and Train the Trainer event at the NYS Fairgrounds on October 29. Support tasks included logistics planning, program planning, audience identification, coordination of workshop partner responsibilities and on-site support. Attendance included 77 municipal highway staff, representatives of 3 school districts and one lake association.

A series of 4 stormwater training videos were purchased and distributed to all member MS4s along with supporting materials to hold and document in-house training sessions on a variety of topics. “RainCheck” the first of four training videos was presented following the November 12 Coalition meeting.

Task II.1 Online System Map: Worked with The Syracuse Metropolitan Transportation Council to obtain temporary interns to assist in additional outfall and system data collections in the Village of Liverpool; worked with the Town of DeWitt to oversee town data uploads and provide trouble

shooting assistance to data collection effort; developed basic visual maps for MS4s and identified issues in the process and then initiated efforts to correct and redistribute more useful maps. Software and hardware maintenance warranties, online data storage and GPS support equipment needed to ensure continuous use of existing GPS units this field summer and the ability to store additional system data online were purchased.

## **B) Status of Each Task**

### Task I.1 Staffing Support for the CNY Stormwater Coalition, Executive Committee and Working

Committees: 1005% complete

Task I.2 Communications: 100% complete

Task 1.3 Annual Reporting: 100% complete for 2018-19 contract year; 100% for current contract year.

Task I.4 Financial Administration and Reporting: 100% complete

Task II.1 Stormwater Public Survey Response Actions: 100% complete

Task II.2 Maintain Regional Stormwater Website: 100% complete

Task II.3 Syracuse Post Standard Stormwater Pullout: 100% complete

Task II.4 Electronic Stormwater Newsletter for the General Public: 100% complete

Task II.5 Staff CNY Stormwater Coalition Booth at 2 Public Events: 100% complete

Task II.6 Electronic Outreach to CNY Contractors and Developers: 100% complete

Task III.1 Municipal Workshops: 100% complete

Task II.1 Online System Map: 100% complete

## **C. Changes to Approved Plan and Specifications**

None

## **D. Grant Funded Tasks Matched by Coalition Fees**

*Funding under the WQIP mapping grant has been expended. No grant work was completed this quarter. A close our report will be submitted to NYS DEC Q1 2020.*

## **V. PROBLEMS ENCOUNTERED AND HOW RESOLVED**

No problems were encountered.

## **VI) FINANCIAL STATUS**

See attached Revenue and Expense Report



Central New York Regional Planning & Development Board  
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Paul W. Pinckney, Chairman David V. Bottar, Executive Director

## CNY STORMWATER COALITION EDUCATION AND STAFF SERVICES PROGRESS REPORT YEAR-11 PROGRAM

**I. REPORTING DATES:** January 1, 2020 – March 31, 2020

**II. AGENCY:**

Central New York Regional  
Planning & Development Board  
126 N. Salina Street  
100 Clinton Square, Suite 200  
Syracuse, New York 13202  
Tel: (315) 422-8276 Fax: (315) 422-9051

**III. REPORT PREPARER:**

Kathleen Bertuch, Program Manager  
Water/Environmental Resources Management

**IV. PROGRESS ACTIVITIES:**

**A) Work Accomplished During the Past Quarter**

The following summarizes work completed over the past quarter.

**Task I.1 Staff Support for the CNY Stormwater Coalition, Executive Committee and Working Committees:**

*CNY Stormwater Coalition:* Completed November Coalition meeting summary; planned, held and completed follow up in support of Feb 4 full Coalition and Coalition Executive Committee meetings including preparation of the quarterly program updates, meeting agenda and summary, arrangements for EPA and DEC participation and other logistic support needs.

*Vendor oversight:* worked with Trimble to address non-delivery of GPS equipment, software updates and hardware warranties.

*Individual MS4 assistance:* provided County outfall data to V. of Liverpool, provided system data at requested scale to Town of Salina

**Task I.2 Communications:** Updated MS4 representatives and elected officials; requested new designation forms as needed; prepared and distributed a summary of information presented by DEC CO staff on the status of the release and anticipated revisions that will be made in the next MS4 permit; provided clarification on draft MS4 release date in response to mis-information provided by DEC staff.

Discussed a unified request from statewide Stormwater Coalitions to DEC to extend the MS4 submittal date in response to COVID-19 restrictions; solicited support from CNY Coalition members to submit a direct request for same on behalf of the Coalition; drafted direct request and reviewed with J. Houser prior to submitting to DEC.

Task 1.3 Annual and Semi-Annual Reporting: Began process of compiling and scanning documentation of 2019-20 MCM 1 documentation in support of MS4 Annual Report; set up 2020-21 tracking logs and began documenting compliance.

Task I.4 Financial Administration and Reporting: Completed October 1 – December 31, 2019 quarterly progress and financial reports.

Task II.1 Stormwater Public Survey: researched Survey Monkey plans and costs and updated basic membership as needed to support the online 2020 Stormwater Survey; updated the standard survey form for current use

Task II.2 Maintain Regional Stormwater Website: Conducted monthly maintenance and content updates including adding materials related to the Feb. Coalition meeting, several additions and update to the online library, and addition of an IDDE workshop registration page

Task II.3 Syracuse Post Standard Stormwater Pullout: Requested quote for annual insert to the Post Standard; submitted PO, reviewed specs and began content development for 4-page insert to be published on April 21, 2020.

Task II.4 Electronic Stormwater Newsletters: No activity this quarter

Task II.5 Staff CNY Stormwater Coalition Booth at 2 Public Events: No activity this quarter

Task II.6 Direct Outreach to Targeted Stakeholder Groups: No activity this quarter

Task III.1 Municipal Training: Worked with DEC Region 7 staff to plan and hold “What to Expect When You are Expecting an Audit” workshop on February 27; distributed follow up materials to all reps and alts.; Worked with A. Sansone, Monroe County to plan and IDDE workshop at the Town of Clay (postponed due to COVID-19 social distancing requirements)

Task II.1 Online System Map: Uploaded Town of DeWitt data (self-collected), notified MS4s of opportunity to address map scale issues from December 2019 map distribution; provided system data and/or re-scaled hard maps to Van Buren, Salina, Geddes, Marcellus Town, Liverpool, Fayetteville, N. Syracuse and Cicero upon request. Met with Onondaga County representatives to discuss the future outfall inspection program and opportunities to coordinate into the online mapping project



## **B) Status of Each Task**

Task I.1 Staffing Support for the CNY Stormwater Coalition, Executive Committee and Working Committees: 25% complete

Task I.2 Communications: 25% complete

Task I.3 Annual Reporting: 5% complete for 2019 - 20 permit year; 10% for 2020-21 permit year.

Task I.4 Financial Administration and Reporting: 25% complete

Task II.1 Stormwater Public Survey: 5% complete

Task II.2 Maintain Regional Stormwater Website: 25% complete

Task II.3 Syracuse Post Standard Stormwater Pullout: 5% complete

Task II.4 Electronic Stormwater Newsletters: 0% complete

Task II.5 Staff CNY Stormwater Coalition Booth at 2 Public Events: 0 % complete

Task II.6 Electronic Outreach to Targeted Stakeholder Groups: 0% complete

Task III.1 Municipal Training: 5% complete

Task II.1 Online System Map: 15% complete

## **C. Changes to Approved Plan and Specifications**

None

## **D. Grant Funded Tasks Matched by Coalition Fees**

No open grants in 2020 Q1.

## **V. PROBLEMS ENCOUNTERED AND HOW RESOLVED**

No problems were encountered.

## **VI) FINANCIAL STATUS**

See attached Revenue and Expense Report



**Central New York Regional Planning & Development Board**  
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**STORMWATER COALITION  
 REVENUE & EXPENSE REPORT  
 JANUARY 1 - March 31, 2020**

<b>REVENUE:</b>					
MUNICIPAL PARTICIPATION					
28 MUNICIPALITIES X \$3,600 = \$ 100,800.00					
<b>EXPENSE:</b>	<b>JANUARY 1- MARCH 31</b>	<b>APRIL 1- JUNE 30</b>	<b>JULY 1- SEPT 30</b>	<b>OCT 1 - DEC 31</b>	<b>TOTAL</b>
SALARIES	\$ 7,593.72				\$ 7,593.72
FRINGE	2,720.57				2,720.57
RENT	1,114.28				1,114.28
TRAVEL/CONFERENCE	143.76				143.76
POST STANDARD	0.00				0.00
CONSULTANT/GIS	2,003.19				2,003.19
POSTAGE/COPIER	19.06				19.06
OFFICE SUPPLIES	58.94				58.94
SUBSCRIPTIONS/FEES	0.00				0.00
SOFTWARE/EQUIPMEN	1,861.75				1,861.75
INDIRECT	4,739.94				4,739.94
<b>TOTAL EXPENSES</b>	<b>20,255.21</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>20,255.21</b>
<b>* PRIOR YEAR FUNDS USED</b>	<b>(12,252.24)</b>				<b>(12,252.24)</b>
<b>TOTAL EXPENSES: 2020 FUNI</b>	<b>8,002.97</b>				<b>8,002.97</b>
<b>BALANCE</b>					<b>\$ 92,797.03</b>
<b>PRIOR YEAR:</b>					<b>\$ 12,252.24</b>
<b>Expended in 2020 *</b>					<b>\$ (12,252.24)</b>
<b>PRIOR YEAR BALANCE</b>					<b>\$ -</b>