Adopted 2013 Work Plan
Stormwater Coalition of Albany County

Prioritized List of Coalition Activities
(*High; **Mid; *Low Priority)**

**Note: Work Plan items are based on SPDES MS4 Permit GP-0-10-002 Requirements and the
DRAFT Coalition Stormwater Management Program**

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1. **Manage Coalition operations**

   A. Organize, prepare, and as needed facilitate meetings (Working Group, Board of Directors, and Sub-Committees) ***

   B. Administer host related support services (purchasing, invoices for members and other services, personnel, information services, contracts, budgets, legislation/RLAs) ***

   C. Manage MS4 Permit Manager and Albany Internet Mapping System maintenance contracts such that bills are paid, maintenance needs identified, and deliverables received ***

   D. Manage Coalition grant (NYSDEC SW Implementation Grant-EPF WQIP Contract No. 304384), specifically submit mandated quarterly reports, vouchers, and troubleshoot grant issues with funder, as needed ***

   E. Supervise Coalition staff and manage hiring process as needed ***

   F. Research and communicate Stormwater Program issues related to long term planning considerations (financing, project needs, grant offerings and agency strategies, management realities, weather impacts) *

2. **Implement MS4 Permit Part IV (SWMP) and Part V (Annual Report) requirements**

   A. **Storm Water Management Program (SWMP)**

      (1) Develop and adopt a Storm Water Management Program (SWMP) which incorporates both Coalition and Individual MS4 Best Management Practices (BMPs) and Measurable Goals ***

      (2) Upload into MS4 Permit Manager the adopted SWMP, such that the document is reliably web accessible to all Coalition members ***

      (3) Train Coalition Members in use of the MS4 Permit Manager SWMP module ***

      (4) Monitor implementation of Coalition Measureable Goals identified in SWMP ***

      (5) Facilitate using the Coalition website for public input and comments related to the SWMP ***

      (6) If a Coalition priority, host a SWMP Stakeholder Meeting **

   B. **Annual Report**

      (1) Assist Coalition members with Annual Report preparation ***

      (2) Record throughout year, relevant Annual Report data, and incorporate into Annual Report ***

(3) If consensus, submit a Joint Annual Report, as described in Annual Report Form ***

(4) If Joint Annual Report, prepare and present summary data related to the Joint Annual Report ***

(5) If Joint Annual Report, post and or arrange to have posted on website, the Joint Annual Report ***

3. Implement components of a shared Public Education and Outreach Program (MCM1)

    A.   Website

        (1) Manage website vendor contract for hosting and maintenance ***

        (2) Update Coalition website (post events, member contact information, public input opportunities for Annual Report and SWMP, educational material as it becomes available) ***

        (3) Promote website (in hard copy literature, press release, correspondence, programs) *

        (4) Explore media opportunities and assess their value (TWEET? Facebook?) *

    B. Publications, Videos, CD-ROM, and Other Media

        (1) Provide Coalition members with relevant, printed and/or video-type educational material **

        (2) Maintain database which notes type and amount of printed material used by Coalition members (brochure racks and direct mailings) **

        (3) Re-stock printed material (contingent on budget and need) *

        (4) Research availability and price of new educational materials, as needed *

        (5) Develop in-house educational materials

            -Pollutants of Concern (Chlorine) **

            -Getting To Know The Stream Next Door Maps (T/Colonie, along Mohawk; T/Bethlehem, along Hudson, unnamed tribs) **

            -Green Infrastructure Fact Sheets-Local Examples. Includes information about Owner-Operator; Who Designed It; Who Built/Installed It; Type and Purpose of Practice(s); Financing of Project; Maintenance Items and Management Structure; Cost To Build; Cost to Maintain). Post on website, print as handout. ***

            -Clean Water Act SPDES Permits-A Concept Map ***

    C. Public Education and Outreach Plan

        (1) Develop a Summary of Information Matrix for Coalition members. Purpose of Matrix: To help identify pollutants of concern, waterbodies of concern, geographic areas of concern, and target audiences within MS4s ***

(2) Monitor completion of matrix by MS4s ***

(3) Evaluate value/effectiveness of existing educational effort against matrix information ***

(4) Develop Coalition-wide Public Education and Outreach Plan, which includes Measureable Goals. Plan is based on Summary of Information Matrix and evaluation conclusions. Existing activities may be dropped, others added, needs to be financially sustainable (labor and materials) ***

D. Outreach and Education Programs (Schools, Neighoborhood Groups, Clubs, MS4 Staff/Officials, Other)

(1) Upon request, time permitting, prepare and present educational programs to include core water quality concepts, Project Wet activities, and Getting To Know The Stream Next Door visuals *

Concepts:
-Watersheds, run-off, the water cycle, and land use implications
-Stormwater conveyance systems; CSOs/MS4s; and sewersheds
-Your watershed and neighborhood pollutants of concern
-Water quality assessments and macroinvertebrates (Tier I HBRW)
-Land use planning and green infrastructure
-Financing water quality protection

(2) For relevant municipal staff and elected/appointed officials, conduct one, possibly two grant funded green infrastructure workshops as identified in Green Infrastructure Training Needs Survey. Workshop #1-Tour of green infrastructure practices and Workshop #2-Stream Daylighting/Storm System Infrastructure program ***

(3) Purchase Center for Watershed Protection Webinar, sponsor public viewings, open to the public ***

(4) Provide AIMS training to explain how to use it and why. Content:
   a) Explain and reinforce natural resource protection concepts related to green infrastructure and NYSDEC Stormwater Management Design Manual
   b) AIMS password permissions
   c) Limitations of GIS data
   d) Costs, general financing of the system, fee structure
   e) General AIMS management structure

   This would be for "Participating Entities Not Subject to the MS4 Program" as defined in the Stormwater Coalition Intermunicipal Agreement and a component of either the pre or post purchasing of AIM access. ***

4. Implement components of a shared Public Involvement and Participation Program (MCM2)

A.   Water Quality Hotline

(1) Develop with Coalition members standardized language for promoting water quality hotline **

(2) Develop with Coalition members standardized documentation of water quality issues noted through Hotline **

(3) Clarify with Coalition members preferred approach and management structure to addressing Hotline related water quality issues **

    B.   **Household Hazardous Waste Collection Day**

       (1) Develop standardized language when promoting HHWCD which links hazardous waste clean ups to protecting water quality and removing gross solids ***

       (2) Coordinate inclusion of water quality message in clean up promotion documents ***

       (3) Promote HHWCD on Stormwater Coalition website ***

       (4) Track HHWCD quantities and participation statistics collected for all participating MS4s by municipal solid waste coordinators responsible for HHWCD ***

    C.   **Demonstration Rain Garden Partnership**

       (1) Develop with Cornell Master Gardeners, ACSWCD, and relevant MS4 staff, general maintenance plan(s) for each demonstration rain gardens ***

       (2) Identify specific 2013 maintenance needs (labor and materials) for each demonstration rain garden ***

       (3) Identify with partners needed volunteer support ***

       (4) With partner locate volunteers and coordinate their activities ***

       (5) Track and record volunteer participation for Annual Report ***

    D.   **Center for Watershed Protection Unified Sub-watershed and Site Reconnaissance (USSR)**

       (1) Support student research projects supervised by undergraduate or graduate level professors which are based on the CWP USSR protocol *

       (2) Meet with students and professors as needed *

    E.   **County/State/Local Adopt A Highway Clean Up and Other "Litter" Clean Up Events**

       (1) Develop handout for volunteers which explains value of highway clean ups to water quality and relates their activity to local watershed and those municipalities which reside in that watershed *

5. Mapping (MCM 1, 2, and 3)

    A.   **Storm System Mapping (Infrastructure and Storm Sewersheds) ***

       (1) Implement grant deliverables, as described in the NYSDEC EPF WQIP Grant to be completed by July 1, 2013 when the GIS Tech funding ends ***

       (2) Complete mapping as prioritized in grant ***
                      -Krommakill
                      -Dry River
                      -Patroon Creek
                      -Krumkill
                      -Salt Kill

                -Green Island and Watervliet
                -If possible, additional watersheds and/or select areas within MS4s

       (3) Manage all aspects of storm system mapping project (purchase of vendor services, supervision of GIS Tech, troubleshoot mapping issues, coordination with Coalition member) ***

B. Albany Internet Mapping System

       (1) Identify maintenance needs (updated and/or new layers), prepare GIS layers for uploading, and coordinate with vendor ***

       (2) Develop literature to explain AIMS fees, access, and management. Use for training events and general circulation **

       (3) Develop billing system for AIMS **

       (4) Organize AIMS trainings (see MCM 1) ***

6. Support individual MS4 Illicit Discharge, Detection, and Elimination (IDDE) program implementation (MCM 3)

    A. Provide Coalition staff for Outfall Reconnaissance Inventory field work and data entry into MS4Web ("CBI") **

7. Green Infrastructure Training and Model Local Laws (MCM 1 and MCM 5)

    A. Guide research of model green infrastructure laws with grant funded consultant, GILLAC co-chair, and Green Infrastructure Local Law Advisory Committee (GILLAC) ***

    B. Guide creation of model green infrastructure local laws ***

    C. Guide outreach meetings with consultant and final report ***

    D. Manage all contract details with consultant ***

8. Good Housekeeping and Municipal Operations (MCM6)

    A. Purchase Rain Check Training DVD; coordinate circulation of DVD among Coalition members ***

    B. Coordinate circulation of Spills and Skills Training DVD among Coalition members ***

    C. Coordinate Spill Kit purchase decision and possible coordination of assembly and distribution of kit materials **

9. Enforcement (MCM 3, 4, and 5 IDDE and E and SC/SW Mgmt Local Laws)

    A. In-house workshop to explore existing enforcement strategies and issues for all Coalition members. **