Priorities	Basic Services	2018 Adopted Coalition Work Plan				
		Activities *Joint SWMPv5 Plan BMPs*	**January to March**	**April to June**	**July to September**	**October to December**
1	Serve as a clearinghouse for information concerning tht MS4 Program and stormwater management by conducting Working Group Meetings, preparing and maintaining the Coalition's website, and facilitating the routine sharing of stormwater experience and expertise.	Coalition staff prepare and Members participate in Working Group and Sub-Committee mtgs. Meeting content: regulatory updates about MS4 Permit; audit results; problems with Construction Activity Permit oversight; ORI issues; storm system mapping coordination; outfall clarifications; enforcement process and issues; overlap with CSO Permit consent order. *Joint SWMPv5 Plan BMP 7-1 Stormwater Coalition Management DUES FUNDED*	3 Working Group Mtgs	3 Working Group Mtgs	3 Working Group Mtgs	3 Working Group Mtgs
		Coalition staff maintain website and post information. Members access Coalition website for educational material and Coalition forms. Public obtains educational material and can submit public comments. *Joint SWMPv5 Plan BMP 1-3 Websites. DUES FUNDED*	Post Board minutes, educational brochures, and public program notices	Post Board minutes, MS4 Permit Joint Annual Report and Stormwater Management Program Plan; educational brochures, and public program notices	Post Board minutes, educational brochures, and public program notices	Post Board minutes, educational brochures, and public program notices
2	Manage Coalition operations	Coalition staff prepare and Members participate in Board of Director Meetings where Board guides Coalition operations *Joint SWMPv5 Plan BMP 7-1 Stormwater Coalition Management DUES FUNDED*	January Board Meeting - Budget Report; Collect Dues	March Board Meeting - Prepare, Present, Approve Budget and Work Plan for upcoming fiscal year	June Board Meeting - Budget Report; finalize Coalition budget based on Member commitments for upcoming year	
		Coalition staff with County manage finances. Includes various activities over the course of a year *Joint SWMPv5 Plan BMP 7-1 Stormwater Coalition Management DUES FUNDED*	Board Meeting - Budget Report; Invoice and Collect Dues. Prepare encumbrance forms.	Board Meeting - Budget Report; Coaliton Budget for Board; Submit Coalition Budget to County	Board Meeting - Budget Report; Statement of Intent Forms; Mtg with County Management and Budget; Adjustement to Coalition Budget	County Audit and Finance Committee
		Coalition Stormwater Program Director manages Coalition staff and UAlbany Student Interns. County provides in-kind payroll services for Coalition staff: UAlbany provides payroll services for student interns. *Joint SWMPv5 Plan BMP 7-9 Grant Mgmt NYSDEC WQIP Albany Mapping Project C00081GG GRANT FUNDED*	Staff meetings (Communication and Coordination); Project Review and Team Meetings with Student Interns - Grant Funded Mapping Projects	Staff meetings (Communication and Coordination); Project Review and Team Meetings with Student Interns - Grant Funded Mapping Projects	Staff meetings (Communication and Coordination)	Staff meetings (Communication and Coordination)
		Coalition staff prepares scope of services and RFPs for consultant services; Coalition staff and Members select consultant services. County in-kind services: Purchasing Agent and staff manage bid process; Contract Review Board approves and County Law Department writes contract. *Joint SWMPv5 Plan BMP 7-9 Grant Mgmt NYSDEC WQIP Albany Map'g Project C00081GG DUES FUNDED-InKind Match to GRANT*	NYSDEC Albany County MS4 Mapping Grant: Contract #1 Impervious/Bldg Footprint Contract and Contract #2 Forms for Tablets (Scope and RFP)	NYSDEC Albany County MS4 Mapping Grant: Contract #1 Impervious/Bldg Footprint Contract and Contract #2 Forms for Tablets (Scope and RFP)	NYSDEC Albany County MS4 Mapping Grant: Contract #1 Impervious/Bldg Footprint Contract and Contract #2 Forms for Tablets (Select Consultants; Finalize Contracts)	NYSDEC Albany County MS4 Mapping Grant: Contract #1 Impervious/Bldg Footprint Contract and Contract #2 Forms for Tablets (Oversee consultant work; pay invoices)
3	Contract for the provisions of services services and the purchase of goods in support of its purposes.	Purchases: Coalition staff research items to purchase, then with support from County DPW staff and Purchasing Department purchase goods and services. County DPW submits paperwork for payment. *Joint SWMPv5 Plan BMP 7-1 Stormwater Coalition Management DUES FUNDED*	Purchases, as needed. Address delivery and payment issues, if necessary.	Purchases, as needed. Address delivery and payment issues, if necessary.	Purchases, as needed. Address delivery and payment issues, if necessary.	Purchases, as needed. Address delivery and payment issues, if necessary.

Priorities	Basic Services	2018 Adopted Coalition Work Plan				
		Activities *Joint SWMPv5 Plan BMPs*	January to March	April to June	July to September	October to December
4	Implement MS4 permit requirements collaboratively for the purpose of individual MS4 permit compliance	Maintain and update Coalition website *Joint SWMPv5 Plan BMP 1-3 Websites. DUES FUNDED*	Maintain and update Website content	Maintain/Update Website	Maintain/Update Website	Maintain/Update Website
		Organize and manage WAVE Stream Monitoring events; present findings *Joint SWMPv5 Plan BMP 2-11 WAVE-Water Assessments for Volunteer Evaluators DUES FUNDED*	Map and distribute WAVE results	Locate WAVE sites; recruit volunteers	WAVE Monitoring - 4 sites with volunteers	WAVE Monitoring - 4 sites with volunteers; submit data to DEC
		Mapping: Storm System Infrastructure; Outfalls; Post Construction SW Mgmt Practices; Muni Facility Storm Infrastr & Boundaries (Some Members) *Joint SWMPv5 Plan BMP 3-1 Map Outfalls; BMP 3-4 Storm System; Combined; Inter-municipal Mapping. GRANT FUNDED. DUES FUNDED-Supplemental Fee.*	Office Mapping: Process and organize mapped data for posting on web mapper, hard copy maps. Outfall reconciliation - all MS4s; sessions to address inter-municipal connections & ownership issues; field checks	Field Mapping: City of Albany - Patroon Creek watershed, Krumkill and Hungerkill sub-watersheds of Normanskill; Village of Menands -remaining storm infrastructure, outfalls, post construction stormwater practices; Albany County - various locations, various structrues; Town of New Scotland - remaining mapping; Town of Bethlehem - what, where, anything?	Field Mapping: City of Albany - Patroon Creek watershed, Krumkill and Hungerkill sub-watersheds of Normanskill; Village of Menands -remaining storm infrastructure, outfalls, post construction stormwater practices; Albany County - various locations, various structrues; Town of New Scotland - remaining mapping; Town of Bethlehem - what, where, anything?	Field Mapping: City of Albany - Patroon Creek watershed, Krumkill and Hungerkill sub-watersheds of Normanskill; Village of Menands -remaining storm infrastructure, outfalls, post construction stormwater practices; Albany County - various locations, various structrues; Town of New Scotland - remaining mapping; Town of Bethlehem - what, where, anything?
		Map Storm Sewersheds: 1. Normanskill-Krumkill sub-watershed; 2. Shaker-Ann Lee sub-watershed; 3. Patroon Creek watershed *Joint SWMPv5 Plan BMP 3-4 Storm Sewershed Mapping GRANT FUNDED.*	Complete sewershed delineations for areas where storm system mapping has been completed by and for relevant MS4s (Shaker-Ann Lee sub watershed).	Complete sewershed delineations for areas where storm system mapping has been completed by and for relevant MS4s (Shaker-Ann Lee sub watershed).	Complete sewershed delineations for areas where storm system mapping has been completed by relevant MS4s (Patroon Creek and Krumkill watershed)	Complete sewershed delineations for areas where storm system mapping has been completed by relevant MS4s (Patroon Creek and Krumkill watershed)
		Display mapped data on SwIM and as hard copies - Storm Infrastrucure, OF, PCSMPs, Muni; SWPPP Review related; Clean Water Act; CSO Data - all MS4s, pending Policy *Joint SWMPv5 Plan BMP 3-2 Coalition Stormwater Program Mapper (SwIM). DUES FUNDED (Design and Management) and Local Match to GRANT by Coalition staff*	Post Mapping Data and Metadata on SwIM from 2017 Field Mapping: City of Cohoes; City of Watervliet; Village of Green Island; Town of Guilderland; Albany County	Post Mapping Data and Metadata on SwIM from 2018 Field Mapping: Albany County; Village of Menands; Others. Continue posting 2017 Mapping Data, if necessary.	Post Mapping Data and Metadata on SwIM from 2018 Field Mapping: Albany County; Village of Menands; Others. Continue posting 2017 Mapping Data, if necessary.	Post Mapping Data and Metadata on SwIM. Data from 2018 Field Mapping: Albany County; Village of Menands; Others. Continue posting 2017 Mapping Data, if necessary.
		Create Forms integrated with GIS and tablet technology which comply with MS4 Permit inspection and oversight requirements (ORI; MS4 Inspection of active construction sites; MS4 inspection and/or oversight of post construction practices; municipal facility assessments) *Joint SWMPv5 Plan BMP 5-9 Post Construction Practices (inspections-Forms). GRANT FUNDED and Local Match to Grant by Coalition staff*	NYSDEC Albany County MS4 Mapping Grant: Contract #2 Forms for Tablets (Scope and RFP)	NYSDEC Albany County MS4 Mapping Grant: Contract #2 Forms for Tablets (Scope and RFP)	NYSDEC Albany County MS4 Mapping Grant: Contract #2 Forms for Tablets (Select Consultants; Finalize Contracts)	NYSDEC Albany County MS4 Mapping Grant: Contract #2 Forms for Tablets (Oversee consultant work; pay invoices)
		Provide educational materials for Members via website or hard copy - brochures. Member distribute within their MS4 *Joint SWMPv5 Plan BMP 1-4 Publications DUES FUNDED*	Print brochures, as needed. Update and print doorhanger publication. Post new, relevant publication on Coalition website What You Can Do tab; track distribution; re-stock as needed	Print brochures, as needed. Post new, relevant publications on Coalition website What You Can Do tab; track distribution; re-stock as needed	Print brochures, as needed. Post new, relevant publications on Coalition website What You Can Do tab; track distribution; re-stock as needed	Print brochures, as needed. Post new, relevant publications on Coalition website What You Can Do tab; track distribution; re-stock as needed
		Organize and/or fund training for MS4 staff *Joint SWMPv5 Plan MCM 8 Training- Various BMPs DUES FUNDED*	If new MS4 Permit is released, id training needs. Determine what can be completed in-house, or requires outside trainers. Purchase NYS NE Reg Training Courses for Members 10 to 12 regs). Circulate DVD Training Videos	Training activities to be determined. Minimally fund attendace at stormwater courses.		

Priorities	Basic Services	2018 Adopted Coalition Work Plan				
		Activities *Joint SWMPv5 Plan BMPs*	January to March	April to June	July to September	October to December
5	Develop, distribute, coordinate annual review of SWMP doc (BMP/goals)	Prepare MS4Web BMP Data Report for Coalition Members to review (2015 to March, 2018); Meet to review which Goals have been met from previous year. If available, review new MS4 Permit requirements regarding annual review process and related documentation. *Joint SWMPv5 Plan BMP 7-4 SWMP Plan Document DUES FUNDED*		Review SWMP Goals with all Members; update BMPs and goals and/or convert to new annual review process as described in new MS4 Permit; develop compliance schedule and/or update measurable goals		
6	Assist in prep and submission of annual report	Assemble Coalition data for 2018 Annual Report (Due 6/1/208) and share with Members; coordinate and Coalition staff participate in AR and SWMP document review process. If Joint Annual Report submitted, assemble and release DRAFT AR; submit FINAL AR to NYSDEC by June 1. *Joint SWMPv5 Plan BMP 2-4 Annual Report and Program Comments DUES FUNDED*		Share Annual Report Coalition data with Members; decide if Coalition is submitting Joint Annual Report. If yes, assemble, then release DRAFT Joint Annual Report; submit FINAL Joint Annual Report. Post DRAFT and FINAL Annual Report on Coalition website. Continue to request public comments and		
7	Support regulatory audits	If Member is audited, meet to review audit process and prepare; Coalition staff provide documents as needed; attend audit; participate in follow-up if requested. *Joint SWMPv5 Plan BMP 7-8 MS4 Permit Audit Support & Communication DUES FUNDED*	Assist with MS4 Permit audits, if any	Assist with MS4 Permit audits, if any	Assist with MS4 Permit audits, if any	Assist with MS4 Permit audits, if any
8	Support shared mapping efforts across municipal boundaries	Continue to obtain and manage mapping data provided to Coalition staff and/or created by Coalition staff and municipal partners. Based on agreed upon policy regarding data sharing and data posting on SwIM, share data (hard copy) with Members and post data on SwIM. Provide SwIM training to Members, along with Username/Password access. *Joint SWMPv5 Plan BMP 3-1 Map Outfalls; BMP 3-4 Storm System; Combined; Inter-municipal Mapping. GRANT FUNDED and DUES FUNDED LOCAL MATCH to GRANT by Coalition Staff. Also DUES FUNDED-Supplemental Fee.*	Finalize data sharing and SwIM Access Policy with all Members. Collect storm system mapping data from participating Members who have mapped infrastructure on their own. Manage data from GRANT Funded MS4 Mapping Project, share based on policy, and post on SwIM.	Collect storm system mapping data from participating Members who have mapped infrastructure on their own. Manage data from GRANT Funded MS4 Mapping Project, share based on policy, and post on SwIM.	Collect storm system mapping data from participating Members who have mapped infrastructure on their own. Manage data from GRANT Funded MS4 Mapping Project, share based on policy, and post on SwIM.	Collect storm system mapping data from participating Members who have mapped infrastructure on their own. Manage data from GRANT Funded MS4 Mapping Project, share based on policy, and post on SwIM.
9	Represent member interests	Respond as a Coalition to proposed regulatory changes developed by NYSDEC related to MS4 Permit and Construction Activity Permit. If other regulations may impact implementation of MS4 and Construction Activity Permit respond. Explain and communicate needs and interests of Coaliton Members to others, as needed. *Joint SWMPv5 Plan BMP 7-3 Regulatory Realities-Tracking Changes, Preparation, and Response DUES FUNDED*	If New MS4 Permit still in DRAFT form and open for public comment, respond.	If New MS4 Permit still in DRAFT form and open for public comment, respond.		

Priorities	Basic Services	2018 Adopted Coalition Work Plan				
		Activities *Joint SWMPv5 Plan BMPs*	January to March	April to June	July to September	October to December
10	Implement MS4 permit requirements for individual members as requested and funded by the member provided the services do not impact the delivery of Basic Serivces for all Members	While this is considered a Basic Service, the actvities may or may not occur. It depends on Member's paying a supplemental fee; availability of Coalition staff; and status of entire revenue stream.

Joint SWMPv5 Plan Various BMPs DUES FUNDED, Supplemental Fees | Various MS4 Permit related activites. Typically ORI; Municipal Facility Audits; Priority Mapping; Educational Programs | Various MS4 Permit related activites. | Various MS4 Permit related activites. | Various MS4 Permit related activites. |
		Member interested in Additional Service for 2018:	Services?	Services?	Services?	Services?
		Member interested in Additional Services for 2018:	Services?	Services?	Services?	Services?
		Member interested in Additional Service for 2018:	Services?	Services?	Services?	Services?
		Member interested in Additional Service for 2018:	Services?	Services?	Services?	Services?
11	Apply for, administer, implement grants	Administer DEC Albany County MS4 Mapping Project Grant as detailed in grant contract; submit quarterly reports (program and MWBE); prepare and submit vouchers for reimbursement

Joint SWMPv5 Plan BMP 7-9 Grant Mgmt NYSDEC WQIP Albany Map'g Project C00081GG DUES FUNDED-InKind Match to GRANT | January, 2018, submit December 2017 Quarterly Reports (Narrative/MWBE) | April, 2018, submit March 2018 Quarterly Reports (Narrative/MWBE) | July, 2018, submit June 2018 Quarterly Reports (Narrative/MWBE) | |
| 12 | Develop, long term sustainable funding mechanism | Map impervious area and building footprints as a preliminary step to explore potential funds generated by implementing Equivalent Runoff Unit (ERU) user fee structure.

Joint SWMPv5 Plan BMP 7-9 Grant Mgmt NYSDEC WQIP Albany Map'g Project C00081GG GRANT FUNDED-LOCAL MATCH to GRANT - Coalition Staff Time | NYSDEC Albany County MS4 Mapping Grant: Contract #1 Impervious/Bldg Footprint Contract (Scope and RFP) | NYSDEC Albany County MS4 Mapping Grant: Contract #1 Impervious/Bldg Footprint Contract (Scope and RFP) | NYSDEC Albany County MS4 Mapping Grant: Contract #1 Impervious/Bldg Footprint Contract (Select Consultants; Finalize Contracts) | NYSDEC Albany County MS4 Mapping Grant: Contract #1 Impervious/Bldg Footprint Contract (Oversee consultant work; pay invoices) |
| 13 | Identify issues of growing concern | Use Working Group meetings to identify issues of concern.
Joint SWMPv5 Plan - No BMP | 3 Working Group Mtgs | 3 Working Group Mtgs | 3 Working Group Mtgs | 3 Working Group Mtgs |
| 14 | Support CSO Permit implementation where BMPs overlap w/MS4 Permit | Intertwining of separated storm and combined sanitary/storm infrastructure requires mapping both systems at the same time. BMP to map storm system and CSO Consent Order to develop asset management plan prompted mapping of both systems in 2017 for City of Watervliet and City of Cohoes by Coalition staff. Includes Village of Green Island system mapping.

Joint SWMPv5 Plan - No BMP | Complete any remaining CSO mapping and asset management plan tasks, if any. | | | |
| 15 | Support MS4 program implementation based on watershed boundaries | Complete storm sewershed mapping across MS4 borders (Patroon Creek; Krumkill; Shaker-Ann Les

Joint SWMPv5 Plan - Watershed inclined BMPs dropped | Complete sewershed delineations for areas where storm system mapping has been completed (Shaker-Ann Lee sub watershed). | Complete sewershed delineations for areas where storm system mapping has been completed (Shaker-Ann Lee sub watershed). | Complete sewershed delineations for areas where storm system mapping has been completed (Patroon Creek and Krumkill watershed). | Complete sewershed delineations for areas where storm system mapping has been completed (Patroon Creek and Krumkill watershed). |