

Priorities	Basic Services	2019 Proposed Coalition Work Plan				
		Activities of Coalition staff & Members. <i>Joint SWM Program Plan 2018-2019</i>	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. <i>Joint SWMPv5 Plan BMP 7-1 Stormwater Coalition Management DUES FUNDED</i>	3 Working Group Mtgs	3 Working Group Mtgs	3 Working Group Mtgs	3 Working Group Mtgs
		Maintain Coalition website and post information. Website content: target audience educational materials; general stormwater information; portal for public comments; member info; SWMP Plan and Annual Report; Stormwater Regulations info. <i>Joint SWMP Progan Plan 2018/2019 - Administration</i>	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. Contract for the provisions of services services and the purchase of goods in support of its purposes.	Coalition staff prepare and Members participate in Board of Director Meetings where Board guides Coalition operations	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	
		With support of County (Management and Budget; Comptroller) manage Coalition finances.	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
		Manage purchases (research, requisitions, accounts payable, invoices, billing issues). For contracts, develop RFP, locate vendors, select consultants, monitor contracts, manage payments	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.
		Coalition Director manages and directs staff (recruitment, retention, salaries, payroll, training, coordination). Unwind staffing infrastructure, as needed. <i>Joint SWMP Program Plan 2018/2019 - Administration</i>	If sufficient staff, routine staff meetings, otherwise communication and coordination as needed.	If sufficient staff, routine staff meetings, otherwise communication and coordination as needed.	If sufficient staff, routine staff meetings, otherwise communication and coordination as needed.	If sufficient staff, routine staff meetings, otherwise communication and coordination as needed.
3	Apply for, administer, implement grants	Administer DEC Albany County MS4 Mapping Project Grant as detailed in grant contract; submit quarterly reports (program and MWBE); final report, if possible; prepare and submit vouchers for reimbursement <i>Joint SWMP Program Plan 2018/2019 - Administration</i>	January, 2019, submit December 2018 Quarterly Reports (Narrative/MWBE)	April, 2019, submit March 2019 Quarterly Reports (Narrative/MWBE)	July, 2019, submit June 2019 Quarterly Reports (Narrative/MWBE)	October, 2019, submit September 2019 Quarterly Reports (Narrative/MWBE). Prepare and submit FINAL report, if possible.
		Map Storm System Infrastructure; Outfalls; Post Construction SW Mgmt Practices; Muni Facility Storm Infrastr & Boundaries for some Members. (DEC Albany County MS4 Mapping Project Grant) <i>Joint SWMP Program Plan 2018/2019 - Mapping</i>	Complete any remaining field mapping, finalize data, post on SwIM		Finalize deliverables	
		Map Storm Sewersheds: 1. Normanskill-Krumkill sub-watershed; 2. Shaker-Ann Lee sub-watershed; 3. Patroon Creek watershed (DEC Albany County MS4 Mapping Project Grant) <i>Joint SWMP Program Plan 2018/2019 - Mapping</i>	Complete any remaining sewershed delineations. Post on SWIM	Complete any remaining sewershed delineations	Finalize deliverables	

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3	Apply for, administer, implement grants (cont'd)	Display mapped data on SwiM and as hard copies - Storm Infrastructure, OF, PCSMPs, Muni; SWPPP Review related; Clean Water Act layers; CSO Data. (DEC Albany County MS4 Mapping Project Grant) <i>Joint SWMP Program Plan 2018/2019 - Mapping</i>	Maintain SwiM application; check layers; update tax parcels; manage passwords	Maintain SwiM application; check layers; update tax parcels; manage passwords	Finalize deliverables	
		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) (DEC Albany County MS4 Mapping Project Grant) <i>Joint SWMP Program Plan 2018/2019 - Administration - Record Keeping</i>	SW Prog Tech Asst (Jared) reviews Forms to date. Edits, corrects as needed. Reviews with Coalition members, develop training - on site, in field	Field test Forms and train MS4 in use, tablets, SwiM application.	Field test Forms and train MS4 in use, tablets, SwiM application.	
		Secure consultant services to map imperviousness and building footprints in Albany County (DEC Albany County MS4 Mapping Project Grant) <i>Joint SWMP Program Plan 2018/2019 - Administration</i>	Minimally impervious mapping should be underway. Monitor completion, pay bills. May include ERU analysis, revenue potential analysis. See Priority 4	Impervious mapping should be underway. Monitor completion, pay bills.	Finalize deliverables	Finalize deliverables
4	Develop, long term sustainable funding mechanism	Pursue as approved by DEC and Coalition BOD expanding, funds permitting, impervious & building foot print deliverable to develop database of potential revenue from ERU approach. <i>Joint SWMP Program Plan 2018/2019 - Administration</i>	Monitor if included with consultant work	Monitor if included with consultant work	Finalize deliverables	Finalize deliverables
5	Support shared mapping efforts across municipal boundaries	Encourage, support, staff ongoing mapping efforts as valued by particular MS4 and members generally. Analyse value, adapt change as needed and funded. <i>Joint SWMP Program Plan 2018/2019 - Mapping</i>	Finalize all grant funded mapping; explain; encourage; and guide use of data and SwiM.	Finalize all grant funded mapping; explain; encourage; and guide use of data and SwiM.	Finalize grant deliverables associated with mapping info, inform, make available to others.	Finalize deliverables

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6	Implement MS4 permit requirements collaboratively for the purpose of individual MS4 permit compliance	Maintain and update Coalition website <i>Joint SWMP Program Plan 2018/2019 - MCM1 Public Education</i>	Maintain and update Website content	Maintain/Update Website	Maintain/Update Website	Maintain/Update Website
		Organize and manage WAVE Stream Monitoring events; present findings <i>Joint SWMP Program Plan 2018/2019 - MCM2 Public Participation</i>		Locate WAVE sites; recruit volunteers	WAVE Monitoring - 3 sites with volunteers; submit data to DEC	
		Purchase ORI Kit Materials - Coordinate Kit Use with Albany County Purification District <i>Joint SWMP Program Plan 2018/2019 - MCM 3 Illicit Discharge Detection</i>	Purchase kit materials for ORI season; put items in kits			
		Provide educational materials for Members via website or hard copy - brochures. Member distribute within their MS4 <i>Joint SWMP Program Plan 2018/2019 - MCM1 Public Education</i>	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 <i>Joint SWMP Program Plan 2018/2019 - MCM6 Employee Training</i>	Using completed Forms, organize Forms-Tablet-SwIM Trainings(Muni fac audit, plus Forms). Support DVD circulation. Fund some training attendance.	Using completed Forms, organize Forms-Tablet-Construction Site Inspections, ORI Trainings-PCSMPs, if Forms available. Support DVD circulation. Fund some training attendance.	Support DVD circulation. Fund some training attendance.	Support DVD circulation. Fund some training attendance.
7	Develop, distribute, coordinate annual review of SWMP doc (BMP/goals)	Prepare SWMP Program Plan document, modify as needed, drop software if possible. Meet to review which Goals have been met from previous year, combine with new MS4 if possible. <i>Joint SWMP Program Plan 2018/2019 - Administration</i>		Review SWMP Program Plan activities; note what was completed when; develop new goals, adjust to current MS4 Permit. Prep document if CBI/MS4Web. Post on website.		
8	Assist in prep and submission of annual report	Assemble Coalition data for 2019 Annual Report (Due 6/1/2019 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. <i>Joint SWMP Program Plan 2018/2019 - MCM2 Public Participation</i>		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 input.		
9	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. <i>Joint SWMP Program Plan 2018/2019 - Coalition Role, not a Permit requirement</i>	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
10	Represent member interests	Respond as a Coalition to proposed regulatory changes developed by NYSDEC related to MS4 Permit and Construction Activity Permit. <i>Joint SWMP Program Plan 2018/2019 - Coalition Role, not a Permit requirement</i>	If New MS4 Permit still in DRAFT form and open for public comment, respond.			

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11	Implement MS4 permit requirements for individual members as requested and funded by the member provided the services do not impact the delivery of Basic Services for all Members	Member interested in Additional Service for 2019: City of Watervliet (???)	Manage-implement all aspects of MS4 Permit, Coalition staffing effort permitted as contributed by C/Wvliet	Manage-implement all aspects of MS4 Permit, staffing permitted as contributed by C/Wvliet	Manage-implement all aspects of MS4 Permit, staffing permitted as contributed by C/Wvliet	Manage-implement all aspects of MS4 Permit, staffing permitted as contributed by C/Wvliet
		Member interested in Additional Service for 2019: Village of Menands (???)	Conduct ORIs and municipal facility self audits. Coalition staffing effort permitted as contributed by Village of Menands	Conduct ORIs and municipal facility self audits. Coalition staffing effort permitted as contributed by Village of Menands	Conduct ORIs and municipal facility self audits. Coalition staffing effort permitted as contributed by Village of Menands	
	[While this is considered a Basic Service, the activities may or may not occur. It depends on availability of Coalition staff; and status of entire revenue stream.]	Member interested in Additional Service for 2019:				
		<i>Joint SWMP Program Plan 2018/2019 - Various MCMs</i>				
12	Identify issues of growing concern	Use Working Group meetings to identify issues of concern. Address need for long term, reliable, trained GIS/GPS/technology support of completed mapping and form creation <i>Joint SWMP Program Plan 2018/2019 - Coalition Role, not a Permit requirement</i>	3 Working Group Mtgs	3 Working Group Mtgs	3 Working Group Mtgs	3 Working Group Mtgs
13	Support CSO Permit implementation where BMPs overlap w/MS4 Permit	Support and maintain CSO and MS4 system mapping <i>Joint SWMP Program Plan 2018/2019 - Coalition Role, not a Permit requirement</i>				
14	Support MS4 program implementation based on watershed boundaries	Select WAVE sites based on watershed characteristics <i>Joint SWMP Program Plan 2018/2019 - MCM3 IDDE, MCM1</i>	Support watersheds as management tool for MS4 permit priorities	Support watersheds as management tool for MS4 permit priorities	Support watersheds as management tool for MS4 permit priorities	Support watersheds as management tool for MS4 permit priorities