

Priorities	Basic Services	2020 Proposed Coalition Work Plan				
		Activities of Coalition staff & Members. <i>Joint SWMP Program Plan 2019-2020</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: status of NYS stormwater permits; sharing of local, state, and national "stormwater" related information; coordination of shared activities; and troubleshooting of issues <i>Joint SWMP Plan Annual Evaluation SWMP 2019 to 2020 (Administrative) 5. Intermunicipal Agmts</i>	3 Working Group Mtgs	3 Working Group Mtgs	3 Working Group Mtgs	3 Working Group Mtgs
		Maintain Coalition website. Content: Coalition operations and member info; portal for public comments; general stormwater information; posting of Coalition generated documents (Annual Report; SWMP; Guidance Documents) <i>Joint SWMP Plan Annual Evaluation SWMP 2019 to 2020 (Administrative) 5. Intermunicipal Agmts</i>	Post Board meeting public notice and minutes; post educational material; promote public participation/program events; member page updates	Post Board meeting public notice and minutes; post educational material; promote public participation/program events; member page updates; post Joint Annual Report; and updated SWMP Plan document	Post Board meeting public notice and minutes; post educational material; promote public participation/program events; member page updates	Post educational material; promote public participation/program events; member page updates
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 (budget, dues, staffing, contracts, purchases) <i>Joint SWMP Plan Annual Evaluation SWMP 2019 to 2020 (Administrative) 5. Intermunicipal Agmts</i>	January Board Meeting - Budget Report; Collect Dues, Update - Coalition activities	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 Director recruits, hires, trains new staff as approved by Board in 2020 budget. Proposed: 1. "Water GIS Coordinator"; 2. "Public Participation and Education Coordinator (3 days/wk); and 3. U Albany - student intern (spring, summer). Coalition members involved as needed, available, or interested in hiring process and decision. <i>Joint SWMP Plan Annual Evaluation SWMP 2019 to 2020 (Administrative) 5. Intermunicipal Agmts</i>	Director continues recruitment and hiring process as needed. County IT sets up workstations for staff. Training "Water GIS Coordinator" and "Public Participation/Education Coordinator" started.	Director continues recruitment and hiring process as needed. County IT set up. Training of "Water GIS Coordinator" and "Public Participation/Education Coordinator" started. Begin work on named projects (see Mapping Task List for "Water GIS Coordinator". Train U Albany student intern.	Director coordinates staff responsibilities with members as described in 2020 work plan and coordinated with Working Group.	Director coordinates staff responsibilities with members as described in 2020 work plan and coordinated with Working Group.
3	Support shared mapping efforts across municipal boundaries	Recruit, hire, train, and retain a Coalition staff person to maintain existing mapping data; to further develop ArcGIS Online capacity of all Coalition members (inspections, data mgmt, data distribution); to manage/support Coalition Stormwater Infrastructure Mapper (SwIM); and to secure longer term funding and support for position. <i>Joint SWMP Plan Annual Evaluation SWMP 2019 to 2020 (Mapping) 12. Mapping</i>	Director with support from members, recruits and hires Coalition "Water GIS Coordinator" as approved by Coalition Board in 2020 Budget. Training needs and priority projects identified.	"Water GIS Coordinator" training and priority projects started as advised by Coalition Director and Working Group members. Inspection tools (Svy123 forms) reviewed, prepared...training for Coalition members as needed iin use of Svy123 Forms, tablets, data management.	"Water GIS Coordinator" field and program mapping as needed; inspection support for individual MS4s as needed (field work/training). Identification of fall/winter cold weather, office mapping projects as communicated by Director, Working Group members, other observations.	Develop office mapping project priorities, begin implementation.
4	Implement MS4 permit requirements collaboratively for the purpose of individual MS4 permit compliance	MCM 1 and MCM 2: Maintain Coalition website. Consider possible changes/updates and related costs/benefits. <i>Joint SWMP Plan Annual Evaluation SWMP 2019 to 2020 (MCM 1) 14. Defined goals of Educaton program; (MCM 2) 16. Public Input</i>	Maintain/update website content	Maintain/Update Website	if Coalition staffing, have staff consider possible website updates, integration with AGOL map data, integration with Coalition member stormwater websites, social media interface, and costs.	if Coalition staffing, have staff consider possible website updates, integration with AGOL map data, integration with Coalition member stormwater websites, social media interface, and costs.
		MCM 1: Develop with Coalition members preliminary education/outreach goals as per MS4 Permit requirements; identify inter-municipal/MS4 shared education initiatives; identify role of potential Coalition staff (part Public Participation/Education Coordinator and UAlbany Intern). <i>Joint SWMP Plan Annual Evaluation SWMP 2019 to 2020 (MCM 1) 14. Defined goals of Education Program</i>	Meet w/ WG, review education goals, individual and Coalition wide. Reviewexisting Geographic Area of Concern maps. Develop goals	Reviewexisting Geographic Area of Concern maps. Develop goals. Consider Edu/Public Participation and U Alb Intern support. ID Goals/Activities.	Continue w/Goals, include new Coalition staff	Continue w/Goals, include new Coalition staff

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4	Implement MS4 permit requirements collaboratively for the purpose of individual MS4 permit compliance (cont'd)	<p>MCM 1: Review with Working Group the existing inventory of educational materials available through Coalition. Decide which, if any existing printed material should be printed in large quantities for distribution. Develop/find new printed material for printing. Print material. Post new printed material on Coalition website; distribute printed material as needed. If staffing for 2020 includes part time Public Participation and Education Coordinator, include and assign printer material review and updates to new staff.</p> <p><i>Joint SWMP Plan Annual Evaluation SWMP 2019 to 2020 (MCM 1) 14. Defined goals of Education Program</i></p>	Meet w/ WG. Review inventory of educational material. Decide print needs, future publications, various printing/documents needed. Integrate with other info generated by permit compliance	Meet w/ WG. Review inventory of educational material. Decide print needs, future publications, various printing/documents needed. Develop strategy with new Coalition staff (?)	Implement print/posting related goals	Implement print/posting related goals
		<p>MCM 2: Review with Working Group realistic 'water quality oriented' Public Participation activities tuned into MS4/municipal capacity and Coalition capacity. Identify types of activities, locations, obstacles, possible role of volunteers, competing activities already occurring within municipality; coordination tasks; time frame for completion; ease of implementation. Prepare set of options (pros/cons) for potential Coalition part time Public Participation/Education Coordinator.</p> <p><i>Joint SWMP Plan Annual Evaluation SWMP 2019 to 2020 (MCM 2) 15. Opportunities provided to public for participation in program</i></p>	Meet with WG. Review and analyze realistic 'water quality' oriented Public Participation activities. Integrate with other info generated by permit compliance. Develop timeline. Coalition-wide, but compliant for individual MS4s	Continue to develop Public Participation activities/plan. Integrate with other info generated by permit compliance. Develop timeline. Coalition-wide, but compliant for individual MS4s. Develop strategy with new Coalition staff (?).	Implement Public Participation plan and goals.	Implement Public Participation plan and goals.
		<p>MCM 2: Organize 2 Coalition - wide WAVE Stream Monitoring events</p> <p><i>Joint SWMP Plan Annual Evaluation SWMP 2019 to 2020 (MCM 2) 15. Opportunities provided to public for participation in program</i></p>		Locate WAVE sites; recruit volunteers	WAVE Monitoring - 3 sites with volunteers; submit data to DEC	
		<p>MCM 3: Review with Working Group contents of ORI Kit, match kit to Svy123 ORI form. Review role and capacity of Albany County Water Purification District to support updated MS4 Permit requirements. Remove/add kit items as needed to support realities of field work. Buy appropriate materials to support, grab and go scenario and level of training needed for users. Write Coalition wide outfall inspection and track down procedures, review, share, finalize.</p> <p><i>Joint SWMP Plan Annual Evaluation SWMP 2019 to 2020 (MCM 3) 22. ORI Field Sheets</i></p>	Purchase kit materials for ORI season; put items in kits			
		<p>MCM 1 - 6 Training: Coordinate a close look with each MS4 of training needs, across all MCMs within individual MS4s. Identify training needs by Dept, by staff. Develop as needed easily implemented, relevant training programs for Coalition members. Likely needs: 1. Survey123 Inspections - use of ORI kit and AGOL/tablets for outfall inspections; 2. Survey123 Inspections - use AGOL/tablets for MS4 Construction Sites; 3. Survey123 Inspections - use AGOL/tablets for Municipal Facility Assessments; 4. SW Prog Coordinator training - what is MS4 Permit/Program; 5. Stormwater Videos - DVDs/Other Videos - Overview - Multiple Employees - Centrally Offered -FOOD; 5. High Priority Facilities - MS4 Permit Requirements - if available</p> <p><i>Joint SWMP Plan Annual Evaluation SWMP 2019 to 2020 (Administrative) 6. Staffing and Staff Development</i></p>	Meet w/WG to take a close look at training needs, across all MCMs within individual MS4s. Consider org charts and named staff, what do they know/understand? What do they need to know understand? Develop list of 3 or 4 useful training activities, name who should attend.	Continue to meet w/WG to consider training needs. Start to organize training events, Coalition wide, Coalition organized, in-house.	Organize training event	Organize training event

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5	Develop, distribute, coordinate annual review of SWMP doc (BMP/goals)	Review current 2019/2020 Joint SWMP Plan document as generated by CBI/MS4 Web. Decide how to convert content to Coalition developed template (spreadsheet, Microsoft Workspace?) which can be converted to a PDF, postable, readable document. Create useable template for annual review process which notes conceptually, but not the actual dates of Appendix A of the Draft MS4 Permit (list of Required Record) and Appenix C Compliance Schedule. Use template for Annual Review process and SWMP document. SWMP document may/may not be a Joint document, but will include Coalition goals for integration into individual MS4 programs. Begin effort in 2019, if funding for CBI/MS4 Web is dropped in 2020 budget. <i>Joint SWMP Plan Annual Evaluation SWMP 2019 to 2020 (Administrative) 8. Annual Evaluation</i>	Review SWMP Plan/Annual Review CBI MS4 Web document. Develop alternative which functions as SWMP Plan (BMP/Goals) document acceptable to NYSDEC given existing permit and future permit.	Conduct SWMP Plan/Annual Review of goals from previous reporting year (3/10/2019 to 3/9/2020). Develop and write new goals as needed; include in SWMP plan document for posting as either an individual SWMP Plan or Joint SWMP Plan. Post on or near date of DRAFT Annual Report posting (first week of May).		
6	Assist in prep and submission of annual report	Assemble Coalition data for 2020 Annual Report 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 Plan Annual Evaluation SWMP 2019 to 2020 (MCM 2) 16. Public Input</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.		
7	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 Plan Annual Evaluation SWMP 2019 to 2020: Not addressed in SWMP Document</i>	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.	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.
8	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 Plan Annual Evaluation SWMP 2019 to 2020: Not addressed in SWMP Document</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
9	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 <small>[Note: 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.]</small>	Staffing in the 2020 proposed budget may address individual MS4 needs adequately, therefore no additional dues and services requested by particular MS4s using the current IMA/MOU arrangement, also knowns as "points". Also, as of June, 2019 no staff clearly available to deliver on 'point' work in 2020. <i>Joint SWMP Plan Annual Evaluation SWMP 2019 to 2020: Not addressed in SWMP Document</i>				
10	Support MS4 program implementation based on watershed boundaries	Ongoing. Hiring a full time "Water GIS Coordinator" supports use of GIS and ArcGIS Online technology to prioritize MS4 Permit implementation based on watershed boundaries, across municipal boundaries. <i>Joint SWMP Plan Annual Evaluation SWMP 2019 to 2020 (Mapping) 12. Mapping</i>	See staffing priorities (#2)			

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11	Apply for, administer, implement grants	Administer DEC Albany County MS4 Mapping Project Grant as detailed in grant contract ment <i>Joint SWMP Plan Annual Evaluation SWMP 2019 to 2020 (Mapping) 12. Mapping; Joint SWMP Plan Annual Evaluation SWMP 2019 to 2020 (Administrative) 5. Intermunicipal Agmts</i>	Director completes any remaining grant responsibilities by April 30, 2020 (Final Report, vouchers). If grant contract is modified, continue to administer grant as advised by NYSDEC.	Director completes any remaining grant responsibilities by April 30, 2020 (Final Report, vouchers). If grant contract is modified, continue to administer grant as advised by NYSDEC.	Director completes any remaining grant responsibilities by April 30, 2020 (Final Report, vouchers). If grant contract is modified, continue to administer grant as advised by NYSDEC.	Director completes any remaining grant responsibilities by April 30, 2020 (Final Report, vouchers). If grant contract is modified, continue to administer grant as advised by NYSDEC.
12	Identify issues of growing concern	Use Working Group meetings to identify issues of concern. <i>Joint SWMP Plan Annual Evaluation SWMP 2019 to 2020: Not addressed in SWMP Document</i>	3 Working Group Mtgs	3 Working Group Mtgs	3 Working Group Mtgs	3 Working Group Mtgs
13	Develop, long term sustainable funding mechanism	Support initiatives by Coalition members and/or others to research how to fund stormwater management long term; share local case studies (T/Colonie, V/Menands, T/New Scotland) with others; engage with others (individuals and institutions) interested in topic. <i>Joint SWMP Plan Annual Evaluation SWMP 2019 to 2020: Not addressed in SWMP Document</i>	Communicate status of topic to Coalition Board and Working Group. Director engages with individual and institutions as approved by Coalition Board and members.	Communicate status of topic to Coalition Board and Working Group. Director engages with individual and institutions as approved by Coalition Board and members.	Communicate status of topic to Coalition Board and Working Group. Director engages with individual and institutions as approved by Coalition Board and members.	Communicate status of topic to Coalition Board and Working Group. Director engages with individual and institutions as approved by Coalition Board and members.
14	Support CSO Permit implementation where BMPs overlap w/MS4 Permit	Ongoing. "Water GIS Coordinator" supports mapping and program management needs across both Permit. <i>Joint SWMP Plan Annual Evaluation SWMP 2019 to 2020 (Mapping) 12. Mapping;</i>				