

Priorities	Basic Services	2020 Proposed Coalition Work Plan				
		Activities of Coalition staff & Members. <i>Joint</i> <i>SWM Program Plan 2019-2020</i>	January to March	April to June	July to September	October to December
1	<p>Serve as a clearinghouse for information concerning the 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. [Amended 2019 IMA/MOU Section 4.1.a]</p>	<p>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</p> <p><i>Joint SWMP Plan Annual Evaluation SWMP 2019 to 2020 (Administrative) 5. Intermunicipal Agmts</i></p>	3 Working Group Mtgs	3 Working Group Mtgs	3 Working Group Mtgs	3 Working Group Mtgs
		<p>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)</p> <p><i>Joint SWMP Plan Annual Evaluation SWMP 2019 to 2020 (Administrative) 5. Intermunicipal Agmts</i></p>	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	<p>Manage Coalition operations. Contract for the provisions of services services and the purchase of goods in support of its purposes. [Amended 2019 IMA/MOU Basic Services Section 4.1.b and 4.1.n]</p>	<p>Coalition staff prepare and members participate in Board of Director meetings where Board guides Coalition operations (budget, dues, staffing, contracts, purchases)</p> <p><i>Joint SWMP Plan Annual Evaluation SWMP 2019 to 2020 (Administrative) 5. Intermunicipal Agmts</i></p>	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	
		<p>Coalition Director recruits, hires, trains new staff as approved by Board and Albany County in 2020 budget. New staff positions: 1. GIS Coordinator; 2. Coalition Stormwater Program Technician (PT-- 24hrs); 3. Coalition Stormwater Outreach Specialist (PT-24 hrs). Coalition members receiving Additional Services participate in recruitment/selection of Coalition Stormwater Program Technician. For GIS Coordinator position, County Departments with interest in water related services and individual Coalition municipalities with existing GIS Coordinators may participate in the recruitment and hiring process of GIS Coordinator. For Coalition Stormwater Outreach Specialist, Coalition members involved as needed, available, or interested in hiring process and decision.</p> <p><i>Joint SWMP Plan Annual Evaluation SWMP 2019 to 2020 (Administrative) 5. Intermunicipal Agmts</i></p>	Director begins hiring process: Civil Service Job Classifications finalized; clear concept of work to be performed developed for GIS Coordinator position and Coalition Stormwater Outreach Specialist; position's announced (affirmative action, general population); application's reviewed, interviews; hiring options presented to Board, job offers, County HR paperwork processed, County IT workstations set up. Initial focus: Coalition SW Prog Tech and GIS Coordinator.	Director continues with hiring process as needed for Coalition Stormwater Program Tech and GIS Coordinator: interviews; hiring options presented to Board, job offer, County HR paperwork processed, County IT workstations set up. Begin hiring process for Coalition Outreach Specialist. If staff hired, start training of Coalition SW Program Technician. Training/orientation for and with GIS Coordinator	Director coordinates staff responsibilities with members as described in individual MS4s SWMP Plan document and Annual Review - Goals, Timeline and Coalition 2020 Work Plan. Coordination with Working Group members as needed.	Director coordinates staff responsibilities with members as described in individual MS4s SWMP Plan document and Annual Review - Goals, Timeline and Coalition 2020 Work Plan. Coordination with Working Group members as needed.
3	<p>Develop, distribute, coordinate annual review of SWMP doc (BMP/goals). [Amended 2019 IMA/MOU Basic Services Section 4.1.e]</p>	<p>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 Appendix 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.</p> <p><i>Joint SWMP Plan Annual Evaluation SWMP 2019 to 2020 (Administrative) 8. Annual Evaluation</i></p>	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. Complete as much as possible before new staff are hired. Use content to guide recruitment and hiring process.	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).		
4	<p>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. [Amended 2019 IMA/MOU Basic Services Section 4.1.g]</p>	<p>The amended IMA-MOU effective 1/1/2020 allows interested Coalition members to purchase 'Additional Services' which are provided by a dedicated Coalition staff person. Four municipalities will share the part time Coalition Stormwater Program Technician. The Coalition Director, with support from City of Cohoes, Town of New Scotland, City of Watervliet, and Village of Menands need to first recruit, hire, and train this person. If the effort is successful, the staff person will generally function independently. This will allow the Coalition Director to focus on providing Coalition-wide services to all members.</p> <p><i>Joint SWMP Plan Annual Evaluation SWMP 2019 to 2020: Not addressed in SWMP Document</i></p>	Director begins hiring process: Civil Service Job Classification for Coalition SW Program Tech finalized; clear concept of work to be performed developed for Coalition Stormwater Program Technician; position announced (affirmative action, general population); application's reviewed, interviews; hiring options presented to 4 municipalities and Board, job offers, County HR paperwork processed, County IT workstations set up.	Director continues with hiring process as needed for Coalition Stormwater Program Tech hiring options presented to municipalities and Board, job offer, County HR paperwork processed, County IT workstations set up. If staff hired, start training of Coalition SW Program Technician.	Continue to train Coalition Stormwater Program Tech as needed. Incorporate Tech position efforts into overall management of Coalition and permit activity needs of City of Cohoes, Town of New Scotland, City of Watervliet, and Village of Menands	Continue to train Coalition Stormwater Program Tech as needed. Incorporate Tech position efforts into overall management of Coalition and permit activity needs of City of Cohoes, Town of New Scotland, City of Watervliet, and Village of Menands

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5	Support shared stormwater and related water infrastructure mapping across Member jurisdictional boundaries. <i>[Amended 2019 IMA/MOU Basic Services Section 4.1.o]</i> and Support the collection and analysis of stormwater porogram inspection data across Member jurisdictional boundaries. <i>[Amended 2019 IMA/MOU Basic Services Section 4.1.p]</i>	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 long term conceptual commitment to GIS Coordinator role and position. For GIS Coordinator position, County Departments with interest in water related services and individual Coalition municipalities with existing GIS Coordinators may participate in the recruitment and hiring process of GIS Coordinator. Same group may help to evolve this position overtime to address multiple GIS related opportunities. <i>Joint SWMP Plan Annual Evaluation SWMP 2019 to 2020 (Mapping) 12. Mapping</i>	Director begins hiring process: Civil Service Job Classification finalized; clear concept of work to be performed developed for GIS Coordinator position; position announced (affirmative action, general population); application's reviewed, interviews; hiring options presented to Board, job offers, County HR paperwork processed, County IT workstations set up.	Director continues with hiring process as needed. if hired, 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 in use of Svy123 Forms, tablets, data management. GIS Coordinator guides decision regarding SwIM and VHB contract.	if hired, GIS Coordinator training and priority projects continue as advised by Coalition Director and Working Group members. Inspection tools (Svy123 forms) reviewed, prepared...training for Coalition members as needed in use of Svy123 Forms, tablets, data management. GIS Coordinator guides decision regarding SwIM and VHB contract as needed. GIS Coordinator begins process of developing long term capacity and vision for Coalition members with high GIS needs and for other members with water responsibilities and related water quality goals. Develop GIS program matched to any updated MS4 Permit requirements.	GIS Coordinator continues process of developing long term capacity and vision for Coalition members with high GIS needs and for other members with water responsibilities and related water quality goals. Develop GIS program matched to any updated MS4 Permit requirements. Continue providing and developing ArcGIS Online, inspection form, data management services...move towards data collection and analysis based on watershed boundaries.
		HIGH PRIORITY: 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.
6	Implement MS4 permit requirements collaboratively for the purpose of individual MS4 permit compliance. <i>[Amended 2019 IMA/MOU Basic Services Section 4.1.f]</i>	HIGH PRIORITY: 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 <i>Joint SWMP Plan Annual Evaluation SWMP 2019 to 2020 (Administrative) 6. Staffing and Staff Development</i>	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. Organize training activities, if possible.	Continue to meet w/WG to consider training needs. Plan/organize training events, Coalition wide, Coalition organized, in-house.	Organize training event(s)	Organize training event(s)
		HIGH PRIORITY: MCM 2: Organize 2 Coalition - wide WAVE Stream Monitoring events (back up plan if Coalition Stormwater Outreach Specialist has not been hired) <i>Joint SWMP Plan Annual Evaluation SWMP 2019 to 2020 (MCM 2) 15. Opportunities provided to public for participation in program</i>		Locate WAVE sites; recruit volunteers	WAVE Monitoring - 2 sites with volunteers; submit data to DEC	
		LOW PRIORITY, HIGH PRIORITY, once Coalition Outreach Specialist is hired. 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 part time Coalition Stormwater Outreach Specialist and assign related work to Specialist, train as needed. <i>Joint SWMP Plan Annual Evaluation SWMP 2019 to 2020 (MCM 1) 14. Defined goals of Education Program</i>			If Coalition Outreach Specialist hired, train and have specialist review existing Geographic Area of Concern maps. Develop goals, implementation plan with/for Coalition at large and members. implement.	If Coalition Outreach Specialist hired, train and have specialist review existing Geographic Area of Concern maps. Develop goals, implementation plan with/for Coalition at large and members. implement.

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6	Implement MS4 permit requirements collaboratively for the purpose of individual MS4 permit compliance (cont'd). <i>[Amended 2019 IMA/MOU Basic Services Section 4.1.f]</i>	LOW PRIORITY, HIGH PRIORITY, once Coalition Outreach Specialist is hired. 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 hired, Coalition Stormwater Outreach Specialist conducts printed material review, shares results, makes recommendation. <i>Joint SWMP Plan Annual Evaluation SWMP 2019 to 2020 (MCM 1) 14. Defined goals of Education Program</i>			Meet w/ WG. Review inventory of educational material. Decide print needs, future publications, various printing/documents needed. Train, assign work to Coalition Stormwater Outreach Specialist.	Implement print/posting related goals
		LOW PRIORITY, HIGH PRIORITY, once Coalition Outreach Specialist is hired. 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 Coalition Stormwater Outreach Specialist. Have Coalition Stormwater Outreach Specialist implement. <i>Joint SWMP Plan Annual Evaluation SWMP 2019 to 2020 (MCM 2) 15. Opportunities provided to public for participation in program</i>			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. If hired, include Stormwater Outreach Specialist in process.	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. Start to implement Public Participation plan and goals.
		LOW PRIORITY, HIGH PRIORITY, once Coalition Outreach Specialist is hired. MCM 2: Newly hired Coalition Stormwater Outreach Specialist organizes and implements, weather permitting, a Coalition-wide public participation activity which is NOT WAVE. Trees for Tribes? Stream Clean Up? Catch Basin painting event Burlington, Vt example.? School catch basin hunt? <i>Joint SWMP Plan Annual Evaluation SWMP 2019 to 2020 (MCM 2) 15. Opportunities provided to public for participation in program</i>			If hired, Stormwater Outreach Specialist plans/organizes one realistic public participation event for training purposes.	If hired, Stormwater Outreach Specialist continues to plans/organize one realistic public participation event for training purposes.
		LOW PRIORITY if MS4 Permit updates unclear. Once clear, HIGH PRIORITY: 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. <i>Joint SWMP Plan Annual Evaluation SWMP 2019 to 2020 (MCM 3) 22. ORI Field Sheets</i>		Begin review of ORI Kit needs, contents, and inspection form updates. GIS Coordinator is involved with Svy123 form updates if hired. Budget for changes if possible and timely.	Continue review of ORI Kit needs, contents, and inspection form updates. GIS Coordinator is involved with Svy123 form updates.	Continue review of ORI Kit needs, contents, and inspection form updates. GIS Coordinator is involved with Svy123 form updates.
7	Support regulatory audits. <i>[Amended 2019 IMA/MOU Basic Services Section 4.1.i]</i>	HIGH PRIORITY/UNPREDICTABLE , other activities bumped as needed. 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
8	Assist in prep and submission of annual report. <i>[Amended 2019 IMA/MOU Basic Services Section 4.1.d]</i>	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.		

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9	Represent member interests. <i>[Amended 2019 IMA/MOU Basic Services Section 4.1.h]</i>	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.
10	Support MS4 program implementation based on watershed boundaries. <i>[Amended 2019 IMA/MOU Basic Services Section 4.1.m]</i>	Ongoing. Hiring a full time 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)			
11	Apply for, administer, implement grants. <i>[Amended 2019 IMA/MOU Basic Services Section 4.1.c]</i>	HIGH PRIORITY/SHORT TERM , until 4/30/2020. Administer DEC Albany County MS4 Mapping Project Grant as detailed in grant contract. Write grant support letters, as needed. <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).	Director completes any remaining grant responsibilities by April 30, 2020 (Final Report, vouchers).		
12	Identify issues of growing concern. <i>[Amended 2019 IMA/MOU Basic Services Section 4.1.k]</i>	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. <i>[Amended 2019 IMA/MOU Basic Services Section 4.1.j]</i>	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. Continue to participate in NYS Stormwater & Floodplain Mgrs Association Stormwater Sub-Committee meetings where the focus is supporting stormwater funding mechanisms.	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. <i>[Amended 2019 IMA/MOU Basic Services Section 4.1.l]</i>	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>				