

Priorities	Basic Services	2021 Adopted Coalition Work Plan* <small>*Subject to change depending on status of local and County gov't budgets ~Sept/October, 2020 and related Coaliton staffing</small>					
		Activities of Coalition staff & Members <small>Joint SWM Program Plan 2020 -2021</small>	Responsible Parties	January to March	April to June	July to September	October to December
				Workplan (Budget Scenario 2)	Workplan (Budget Scenario 2)	Workplan (Budget Scenario 2)	Workplan (Budget Scenario 2)
				Budget Details	Budget Details	Budget Details	Budget Details
				Dues - Similar to 2020 - Basic/Add'l Svces	Dues - Similar to 2020 - Basic/Add'l Svces	Dues - Similar to 2020 - Basic/Add'l Svces	Dues - Similar to 2020 - Basic/Add'l Svces
				Reserve Funds TXR (\$23,810)	Reserve Funds TXR (\$23,810)	Reserve Funds TXR (\$23,810)	Reserve Funds TXR (\$23,810)
				Coalition Director (FT)	Coalition Director (FT)	Coalition Director (FT)	Coalition Director (FT)
				Coal SW Prog Tech (PT) Add'l Svces 4 MS4s	Coal SW Prog Tech (PT) Add'l Svces 4 MS4s	Coal SW Prog Tech (PT) Add'l Svces 4 MS4s	Coal SW Prog Tech (PT) Add'l Svces 4 MS4s
				County Share < \$100,000 Staff'g Supplement (\$82,854)	County Share < \$100,000 Staff'g Supplement (\$82,854)	County Share < \$100,000 Staff'g Supplement (\$82,854)	County Share < \$100,000 Staff'g Supplement (\$82,854)
			GIS Coordinator (FT)	GIS Coordinator (FT)	GIS Coordinator (FT)	GIS Coordinator (FT)	
1	<p>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. <small>[Amended 2019 IMA/MOU Section 4.1.a]</small></p>	<p>Coalition staff and Members participate in Working Group mtgs and Sub-Committees as needed</p> <p><small>Joint SWMP Plan Annual Evaluation 2020 to 2021 (Administrative)</small></p>	Coalition Director. Working Group reps	3 Working Group Mtgs	3 Working Group Mtgs	3 Working Group Mtgs	
		<p>Maintain Coalition website. Content: MCM2 Public Participation (Annual Report; SWMP Plan; Public Comments; Program Activities); MCM 1 Public Education (General Stormwater Information); Member Program Support (MS4 Public Contact Info, Org Charts, Procedures; Program Information (MCM 3 ORI Forms, MCM 4/5 SWPPP Review Check List; MCM 6 Muni Facility Audit Forms)</p> <p><small>Joint SWMP Plan Annual Evaluation 2020 to 2021 (Administrative)</small></p>	Coalition Director	Prepare and post website content	Prepare and post website content	Prepare and post website content	
2	<p>Manage Coalition operations. Contract for the provisions of services services and the purchase of goods in support of its purposes. <small>[Amended 2019 IMA/MOU Basic Services Section 4.1.b and 4.1.n]</small></p>	<p>Manage Coalition operations (Board meetings, minutes, budgets, contracts, purchasing). Manage Coalition/County interface (RLA, CAB, EOY Forms, Law Dept Contracts).</p> <p><small>Joint SWMP Plan Annual Evaluation 2020 to 2021 (Administrative)</small></p>	Coalition Director, Board Reps	January Board Mtg; dues invoices/transmittals; Comptroller EOY Forms	Board Mtgs (March & June); Statement of Intent; County Exec budget prep	Cnty M&B Budget Review; September Board Mtg/ Budget revisions	County Budget Mtgs
		<p>Manage Coalition staff (recruit, interview, hire, train, supervise, payroll, County IT set up).</p> <p><small>Joint SWMP Plan Annual Evaluation 2020 to 2021 (Administrative)</small></p>	Coalition Director. Board-Approval. County (Leg Committee To Fill; Affirmative Action; Civil Services; Benefits; Payroll; County IT)	1. Recruit/hire GIS Coordinator; 2. If not hired in 2020, recruit/hire Coalition Stormwater Program Tech; 3. If not hired in 2020, recruit/hire Coalition Outreach Specialist	1. Set up computer workstations; 2. Train GIS Coordinator (introduction; establish projects & priorities; training field work); 3. Train Stormwater Program Tech (introductions to Wvliet, Cohoes, New Scot, Menands MS4s, tablets, inspections)	1. Train GIS Coordinator, as needed (introduction; establish projects & priorities; training field work); 2. Train Stormwater Program Tech, as needed (introductions to Wvliet, Cohoes, New Scot, Menands MS4s, tablets, inspections)	1. Supervise GIS Coordinator, Stormwater Program Tech, train as needed

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3	Develop, distribute, coordinate annual review of SWMP doc (BMP/goals). <i>[Amended 2019 IMA/MOU Basic Services Section 4.1.e]</i>	Conduct SWMP Annual Evaluation with all Members - review and update BMPs & measurable goals <small>Joint SWMP Plan Annual Evaluation 2020 to 2021 (Administrative)</small>	Coalition Director. WG Reps.	Conduct SWMP Annual Evaluation meetings w/each MS4 member	Conduct SWMP Annual Evaluation meetings w/each MS4 member	Conduct SWMP Annual Evaluation meetings w/each MS4 member	Conduct SWMP Annual Evaluation meetings w/each MS4 member
4	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. <i>[Amended 2019 IMA/MOU Basic Services Section 4.1.g]</i>	Train SW Program Tech responsible for providing Additional Services. Identify services and tasks expected of SW Program Tech. Implement Services <small>Joint SWMP Plan Annual Evaluation 2020 to 2021 (Administrative)</small>	Coalition Director. WG Reps (Cohoes, Menands, New Scotland, Wvliet). Coalition SW Program Tech.	1. If not hired in 2020, recruit/hire Coalition Stormwater Program Tech (4 MS4s participate in hiring, time permitting) .	1. Train Stormwater Program Tech (introductions to Wvliet, Cohoes, New Scot, Menands MS4s, tablets, inspections); 3. Identify MS4 priorities/needs, training focus on these needs	1. SW Program Tech implements tasks for 4 MS4s; supervised by Coalition Director and coordinated/supervised by local MS4.	1. SW Program Tech implements tasks for 4 MS4s; supervised by Coalition Director and coordinated/supervised by local MS4. 2. Review success/failure with MS4/SW Prog Tech of implementation, correct as needed
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 GIS Coordinator to maintain existing mapping data; to further develop ArcGIS Online capacity of all Coalition members (inspections, data mgmt, data distribution); to manage/support/update Coalition Stormwater Infrastructure Mapper (SwIM) or similar tool; and to secure long term conceptual commitment to GIS Coordinator role and position, develop strategic GIS plan with interested MS4s, other County Department/Agencies with 'water' responsibiltiies. <small>Joint SWMP Plan Annual Evaluation 2020 to 2021 (Mapping)</small>	GIS Coordinator. WG Reps. MS4/municipal GIS Coordinators. Coalition Director (Supervise)	1. Recruit/hire GIS Coordinator;	1. Set up GIS Coordinator computer workstations; 2. Train GIS Coordinator (introduction; establish projects & priorities; field work based training -field mapping and use of inspection forms. 3. GIS Coordinator guides decision regarding status of SwIM mapper and VHB contract, reviews GIS /GPS software and equipment, icensing needs for Coalition budget.	1. GIS Coordinator with Member and Director input establishes GIS/AGOL project implementation priorities; 2. Develops, with input longer term GIS/Water Strategic Plan	1. GIS Coordinator implements identified project priorities. 2. Director and GIS Coordinator reviews issues, success/failures, identifies issues to address and implementation plan.

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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 and MCM 2: Review Coalition website 'refresh', update and reorganize website, as needed. <small>Joint SWMP Plan Annual Evaluation 2020 to 2021 (MCM 1)</small>	Coalition Director,	Maintain/update website content	1. Maintain/update website content	Maintain/update website content	Maintain/update website content
		HIGH PRIORITY: MCM 1 - 6 Training. OUTSIDE VENDORS- Coalition Pays: 1. SWT Training, 2. SW Conferences-pay tuition; 3. CWP Webcasts. IN-HOUSE TRAINING: Possible Topics: 1. AGOL/Survey123 Inspections Technology (tablets, data plans, content); 2. Use of SwIM WebMapper for SWPPP Reviews; 3. Municipal Facility Audits - audit form, what to look forward. BMP specific training; 4. NYSDEC Guidance Manual SW Practice Inspections; 5. Clean Water Basics & SW Permits; 6. Stormwater Videos IDDE a grate concern; 7. Stormwater DVD Videos Spill Response-Non Hazmat; 8. "New" MS4 Permit (??) <small>Joint SWMP Plan Annual Evaluation 2020 to 2021 (Administrative)</small>	Coalition Director and WG Reps	1. Members use Coalition funds to attend trainings of interest (OUTSIDE VENDORS); 2. Decide/organize inhouse standardized training event(s) for interested members, topic to be determined.	1. Members use Coalition funds to attend trainings of interest (OUTSIDE VENDORS)	1. Members use Coalition funds to attend trainings of interest (OUTSIDE VENDORS); 2. Decide/organize inhouse standardized training event(s) for interested members, topic to be determined; 3. GIS Coordinator organizes AGOL/tablet focussed training for members, as needed.	1. Members use Coalition funds to attend trainings of interest (OUTSIDE VENDORS); 2. Decide/organize inhouse standardized training event(s) for interested members, topic to be determined; 3. GIS Coordinator organizes AGOL/tablet focussed training for members, as needed.
		MCM 2: HIGH PRIORITY. Organize 2 Coalition - wide WAVE Stream Monitoring events (NOTE: may want to replace WAVE with another public participation activity, for discussion.) <small>Joint SWMP Plan Annual Evaluation 2020 to 2021 (MCM 2)</small>	Coalition Director		Locate WAVE sites; recruit volunteers.	WAVE Monitoring - 2 sites with volunteers; submit data to DEC.	
		MCM 1: LOW PRIORITY Develop with Coalition members preliminary education/outreach goals as per MS4 Permit requirements; identify inter-municipal/MS4 shared education initiatives <small>Joint SWMP Plan Annual Evaluation 2020 to 2021 (MCM 1)</small>	Coalition Director (Possible tasks for Stormwater Outreach Specialist, but position not in 2021 budget. Now a low priority task.)		Coalition Director reviews with MS4s existing Geographic Area of Concern maps. Develops goals, implementation plan with/for Coalition members.	One or two goals implemented from outreach and education plan.	One or two goals implemented from outreach and education plan.

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6	Implement MS4 permit requirements collaboratively for the purpose of individual MS4 permit compliance (cont'd). [Amended 2019 IMA/MOU Basic Services Section 4.1.f]	MCM 1: LOW PRIORITY Existing educational material reviewed and updated, as needed, post on website, other platforms. Develop new materials across mulitple platforms. <small>Joint SWMP Plan Annual Evaluation 2020 to 2021 (MCM 1)</small>	Coalition Director (Possible tasks for Stormwater Outreach Specialist, but position not in 2021 budget. Now a low priority task.)		Printed material reviewed, results shared, recommendations provided.	Printed material reviewed, results shared, recommendations provided. New material developed across multiple platforms.	New material developed across multiple platforms.
		MCM 2 MEDIUM PRIORITY. 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 occuring within municipality; coordination tasks; time frame for completion; ease of implementation. Implement one activity. <small>Joint SWMP Plan Annual Evaluation 2020 to 2021 (MCM 2)</small>	Coalition Director (Possible tasks for Stormwater Outreach Specialist, but position not in 2021 budget. Now a low priority task.)		Review and analyze realistic 'water quality' oriented Public Participation activities, Coalition-wide and compliant for individual MS4s. Recommendations shared with WG, all decide which to pursue.	Review and analyze realistic 'water quality' oriented Public Participation activities, Coalition-wide and compliant for individual MS4s. Recommendations shared with WG, all decide which to pursue.	
		MCM 2: LOW PRIORITY Coalition 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? <small>Joint SWMP Plan Annual Evaluation 2020 to 2021 (MCM 2)</small>	Coalition Director (Possible tasks for Stormwater Outreach Specialist, but position not in 2021 budget. Now a low priority task.)			Coalition Director organizes and implements, weather permitting, a Coalition-wide public participation activity which is NOT WAVE.	Coalition Director organizes and implements, weather permitting, a Coalition-wide public participation activity which is NOT WAVE.

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6	Implement MS4 permit requirements collaboratively for the purpose of individual MS4 permit compliance (cont'd). [Amended 2019 IMA/MOU Basic Services Section 4.1.f]	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. <small>Joint SWMP Plan Annual Evaluation 2020 to 2021 (MCM 3)</small>	Coalition Director			If MS4 Permit released, ORI Kit contents and role/capacity of County Water Purification Districts reviewed, changed if necessary. Procedures updated.	If MS4 Permit released, ORI Kit contents and role/capacity of County Water Purification Districts reviewed, changed if necessary. Procedures updated.
7	Support regulatory audits. [Amended 2019 IMA/MOU Basic Services Section 4.1.i]	HIGH PRIORITY/UNPREDICTABLE. Prepare Coalition members for MS4 Permit audit; meet to review audit process, prepare and provide documents as needed; attend audit; participate in follow-up if requested. <small>NOT referenced in Joint SWMP Plan Annual Eval 2020 to 2021</small>	Coalition Director	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. [Amended 2019 IMA/MOU Basic Services Section 4.1.d]	Assemble Coalition data for 2021 Joint Annual Report. Post DRAFT, Submit FINAL by June 1. Solicit and address public comments. <small>Joint SWMP Plan Annual Evaluation 2020 to 2021 (MCM 2)</small>	Coalition Director and WG Reps		Post DRAFT and FINAL Joint Coalition wide MS4 Annual Report. Solicit comments, address comments	Post DRAFT and FINAL Joint Coalition wide MS4 Annual Report. Solicit comments, address comments	
9	Represent member interests. [Amended 2019 IMA/MOU Basic Services Section 4.1.h]	Respond as a Coalition to proposed regulatory changes developed by NYSDEC related to MS4 Permit and Construction Activity Permit. <small>NOT referenced in Joint SWMP Plan Annual Eval 2020 to 2021</small>	Coalition Director. WG Reps.	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.	

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10	Support MS4 program implementation based on watershed boundaries. <i>[Amended 2019 IMA/MOU Basic Services Section 4.1.m]</i>	Use GIS technology to collect and share watershed based information <i>NOT referenced in Joint SWMP Plan Annual Eval 2020 to 2021</i>	GIS Coordinator, Coalition Director. WG Reps.		Include with GIS Coordinator training, a focus on local waterheds and related information	Include with GIS Coordinator training, a focus on local waterheds and related information	
11	Apply for, administer, implement grants. <i>[Amended 2019 IMA/MOU Basic Services Section 4.1.c]</i>	LOW PRIORITY. Apply for grant funds as they become availabl. Write grant support letters, as needed. <i>Joint SWMP Plan Annual Evaluation 2020 to 2021 (Administrative)</i>					
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>NOT referenced in Joint SWMP Plan Annual Eval 2020 to 2021</i>	Coalition Director. Working Group/Board Reps.	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>	Coalition Board reviews Weston and Sampson Financing Studies and decides what if anything to do with the results. May coincide with release of 'new' Ms4 Permit (????). <i>NOT referenced in Joint SWMP Plan Annual Eval 2020 to 2021</i>	Coalition Director. Board Reps.	Share Weston and Sampson Stormwater Utility District Report with Case Study municipal leaders (T/Colonie; V/Menands; T/New Scotland). Post on Coalition website. Board decides and guides any follow up activities.			
14	Support CSO Permit implementation where BMPs overlap w/MS4 Permit. <i>[Amended 2019 IMA/MOU Basic Services Section 4.1.l]</i>	"GIS Coordinator" supports mapping and program management needs across both Permits. <i>Joint SWMP Plan Annual Evaluation 2020 to 2021 (Mapping)</i>	GIS Coordinator. Coalition Director (Supervises)			GIS Coordinator develops, with input longer term GIS/Water Strategic Plan which includes mapping, inspection, and analysis needs associated with CSO Permit	GIS Coordinator supports mapping and program management needs across both Permits.