

		Adopted 2022 Coalition Work Plan Concept					
	Basic Services	Activities of Coalition staff & Members <i>Joint SWM Program Plan 2021 -2022</i>	Responsible Parties	January to March	April to June	July to September	October to December
				Matched to Proposed Budget	Matched to Proposed Budget	Matched to Proposed Budget	Matched to Proposed Budget
				Budget Details	Budget Details	Budget Details	Budget Details
				Dues - Similar to 2021 - Basic/Add'l Svces	Dues - Similar to 2021 - Basic/Add'l Svces	Dues - Similar to 2021 - Basic/Add'l Svces	Dues - Similar to 2021 - Basic/Add'l Svces
Priorities				Reserve Funds - TXR (\$59,524)	Reserve Funds - TXR (\$59,524)	Reserve Funds - TXR (\$59,524)	Reserve Funds - TXR (\$59,524)
				SWC Dir (FT), Co-Dir Overlap (3mo)	SWC Dir (FT), Co-Dir Overlap (3mo)	SWC Dir (FT), Co-Dir Overlap (3mo)	SWC Dir (FT), Co-Dir Overlap (3mo)
				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
				GIS Coordinator (FT)	GIS Coordinator (FT)	GIS Coordinator (FT)	GIS Coordinator (FT)
				County Share < \$100,000 Staff'g Supplement (\$80,838)	County Share < \$100,000 Staff'g Supplement (\$80,838)	County Share < \$100,000 Staff'g Supplement (\$80,838)	County Share < \$100,000 Staff'g Supplement (\$80,838)
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. [Amended 2019 IMA/MOU Section 4.1.a]	HIGH PRIORITY: Coalition staff and Members participate in Working Group mtgs and Sub-Committees as needed <i>NOT referenced in Joint SWMP Plan Annual Eval April 2021</i>	Coalition Director. Working Group reps	3 Working Group Mtgs	3 Working Group Mtgs	3 Working Group Mtgs	
		HIGH PRIORITY: Coalition website (clearinghouse) <i>Joint SWMP Plan Annual Eval April 2021</i>	Coalition Director	Prepare and post website content	Prepare and post website content	Prepare and post website content	Prepare and post website content
2	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]	HIGH PRIORITY: Manage Coalition operations (Board meetings, minutes, budgets, contracts, purchasing). Manage Coalition/County interface (RLA, CAB, EOY Forms, Law Dept Contracts). <i>Joint SWMP Plan Annual Eval April 2021</i>	Coalition Director, Board Reps	January Board Mtg; dues invoices/transmittals; Comptroller EOY Forms	Board Mtgs (March & June); Coalition 2023 Workplan & Budget; Statement of Intent for 2023 dues; County Exec budget prep	Cnty M&B Budget Review; September Board Mtg; Budget revisions; RLAs; Contracts	County Budget Mtgs
		HIGH PRIORITY: Recruit, select, set up, manage, and train as needed Coalition staff (GIS Coordinator & Coalition Stormwater Program Tech). Recruit and train Coalition Director. <i>Joint SWMP Plan Annual Eval April 2021</i>	Coalition Director, County Dept of Civil Service, Office of Affirmative Action, Department of Human Resources, Information Services	Supervise, train as needed, GIS Coor and Coalition SW Prog Tech. Develop & finalize Coalition Director Civil Service Job Specification.	Supervise, train as needed, GIS Coor and Coalition SW Prog Tech. Post Director Job Opening. Set up Director Interview Team. Circulate job applications for review.	Provide 'Director' candidates for Board interview team. Assist Board in selecting candidate and related County Department approvals. Set up candidate.	Current Director trains new Director in all aspects of Coalition operations, MS4 program activities, and Coalition work plan. New Director manages existing staff and all operations.

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2 cont'd	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] CONT'D	HIGH PRIORITY: IMA-MOU expires 12/31/2022. Update and fully execute IMA-MOU. <i>Joint SWMP Plan Annual Eval April 2021</i>	Coalition Director, County Executive, Law Dept, Management & Budget, Comptroller, and DPW.	Propose updated Coalition IMA-MOU language for Coalition Board and meet with County Law, Comptroller, M&B, and others.	Finalize IMA-MOU language with all relevant County Departments. Present to Coalition Board.	Finalize and distribute IMA-MOU paperwork to MS4 Reps for local governing board or Chief Executive Officer authorization to sign.	IMA-MOU signed by the named number of parties so that the contract goes into effect.
3	Develop, distribute, coordinate annual review of SWMP doc (BMP/goals). [Amended 2019 IMA/MOU Basic Services Section 4.1.e]	HIGH PRIORITY: Conduct SWMP Annual Evaluation with all Members - review and update BMPs & measurable goals <i>Joint SWMP Plan Annual Eval April 2021</i>	Coalition Director. WG Reps.		Conduct SWMP Annual Evaluation meetings w/each MS4 member. Complete/post Annual Eval		
4	Assist in prep and submission of annual report. [Amended 2019 IMA/MOU Basic Services Section 4.1.d]	HIGH PRIORITY: Assemble Coalition data for 2022 Joint Annual Report. Post DRAFT, Submit FINAL by June 1. Solicit and address public comments. <i>Joint SWMP Plan Annual Eval April 2021</i>	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	
5	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]	HIGH PRIORITY: Coalition Stormwater Program Tech provides Additional Services to VOM, TONS, COHOES, WVLIET. (Ex. ORI, Facility Audits, record keeping, inspections, education & outreach) <i>Joint SWMP Plan Annual Eval April 2021</i>	Coalition SW Program Tech. Coalition Director. WG Reps (Cohoes, Menands, New Scotland, Wvliet)	Coalition SW Program Tech identifies weekly activities to be implemented for each MS4, communicates tasks to Director, coordinates with MS4 Rep. Director monitors progress, redirects as needed.	Coalition SW Program Tech identifies weekly activities to be implemented for each MS4, communicates tasks to Director, coordinates with MS4 Rep. Director monitors progress, redirects as needed.	Coalition SW Program Tech identifies weekly activities to be implemented for each MS4, communicates tasks to Director, coordinates with MS4 Rep. Director monitors progress, redirects as needed.	Coalition SW Program Tech identifies weekly activities to be implemented for each MS4, communicates tasks to Director, coordinates with MS4 Rep. Director monitors progress, redirects as needed.

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			6	<p>Support shared stormwater and related water infrastructure mapping across Member jurisdictional boundaries. [Amended 2019 IMA/MOU Basic Services Section 4.1.o] and Support the collection and analysis of stormwater program inspection data across Member jurisdictional boundaries. [Amended 2019 IMA/MOU Basic Services Section 4.1.p]</p> <p>HIGH PRIORITY: GIS Coordinator continues to develop ArcGIS Online capacity of Coalition; works closely with high need MS4s identifying and supporting GIS and field mapping needs; supports AGOL/SVY123 based field inspections; implements adaptations to new MS4 permit; uses & supports ESRI tools attuned to Coalition purpose and budget which enable the collection/analysis of stormwater/water infrastructure data across Member jurisdictional boundaries; manages the SwIM mapper or it's equivalent; research & reach out to other water quality/water infrastructure entities (County, local)</p> <p><i>Joint SWMP Plan Annual Eval April 2021</i></p>	GIS Coordinator. WG Reps. MS4/municipal GIS Coordinators. Coalition Director (Supervise)	GIS Coordinator implements mapping tasks identified in Gantt chart tool across all categories (field mapping & corrections; AGOL inspection form data collection and data management; SwIM/HUB/ArcGIS Online viewer platform; Intermunicipal/inter Departmental GIS policy and coordination). Progress tracked by GIS Coordinator, by Coalition Director, by Working Group, priorities monitored and adjusted.	GIS Coordinator develops proposed GIS specific work plan (Gantt chart) aligned with Coalition wide work plan for 2023; includes mapping items in Coalition 2023 work plan & budget adopted by the Board in June. GIS Coordinator implements mapping tasks identified in Gantt chart tool across all categories. Progress tracked, priorities monitored and adjusted.
7	<p>Implement MS4 permit requirements collaboratively for the purpose of individual MS4 permit compliance. [Amended 2019 IMA/MOU Basic Services Section 4.1.f]</p> <p>HIGH PRIORITY MCM 1 and MCM 2: Complete website replatforming as advised by website host Meticulosity. Key website content for regulatory compliance: MCM2 Public Participation (Annual Report; SWMP Plan; Public Comments; Program Activities); MCM 1 Public Education (General Stormwater Information); Member Information (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><i>Joint SWMP Plan Annual Eval April 2021</i></p>	Coalition Director,	Maintain/update website content	Maintain/update website content	Maintain/update website content	Maintain/update website content	
	<p>HIGH PRIORITY MCM 1 - 6: Training. OUTSIDE VENDORS- Coalition Pays Tuition. IN HOUSE -Identify training needs and develop Coalition-wide training events using in-house expertise, other webinars, knowledge/how to sharing.</p> <p><i>Joint SWMP Plan Annual Eval April 2021</i></p>	Coalition Director and WG Reps	1. Members use Coalition funds to attend trainings of interest (OUTSIDE VENDORS); 2. Decide/organize standardized training event(s) for interested members, topic to be determined (IN HOUSE)	1. Members use Coalition funds to attend trainings of interest (OUTSIDE VENDORS); 2. Decide/organize standardized training event(s) for interested members, topic to be determined (IN HOUSE)	1. Members use Coalition funds to attend trainings of interest (OUTSIDE VENDORS); 2. Decide/organize standardized training event(s) for interested members, topic to be determined (IN HOUSE)	1. Members use Coalition funds to attend trainings of interest (OUTSIDE VENDORS); 2. Decide/organize standardized training event(s) for interested members, topic to be determined (IN HOUSE)	

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7 cont'd	Implement MS4 permit requirements collaboratively for the purpose of individual MS4 permit compliance. [Amended 2019 IMA/MOU Basic Services Section 4.1.f] CONT'D	MEDIUM PRIORITY MCM 1 & MCM2: Organize 1 Coalition - wide WAVE Stream Monitoring event (MCM2) and either Coalition staff and/or Coalition Working Group Reps participate in a shared public education event (MCM1) which draws County wide audience Ex. Tabling Larkfest? Tulip fest? T/Col park event? Rail Train County/MHLC event? Altamont Fair? Doorhanger targeted distribution-select neighborhood, priority watershed? <i>Joint SWMP Plan Annual Eval April 2021</i>	Coalition Director		One (1) WAVE stream monitoring event (MCM2) and/or one (1) public education event (MCM 1), Coalition staff and/or all/many WG Reps participate		One (1) WAVE stream monitoring event (MCM2) and/or one (1) public education event (MCM 1), Coalition staff and/or all/many WG Reps participate
		HIGH PRIORITY MCM3: Continue to support and manage ORI Kit materials and high level water testing support as needed from 175 Green office. Organize materials, establish procedures, monitor supplies, and purchase as needed. <i>NOT referenced in Joint SWMP Plan Annual Eval April 2021</i>		Manage ORI Kits IN-HOUSE, Coordinate ADK Water Testing	Manage ORI Kits IN-HOUSE, Coordinate ADK Water Testing	Manage ORI Kits IN-HOUSE, Coordinate ADK Water Testing	Manage ORI Kits IN-HOUSE, Coordinate ADK Water Testing
8	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. <i>NOT referenced in Joint SWMP Plan Annual Eval April 2021</i>	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
9	Represent member interests. [Amended 2019 IMA/MOU Basic Services Section 4.1.h]	MEDIUM PRIORITY: Respond as a Coalition to proposed regulatory changes developed by NYSDEC related to MS4 Permit <i>NOT referenced in Joint SWMP Plan Annual Eval April 2021</i>	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.	
10	Support MS4 program implementation based on watershed boundaries. [Amended 2019 IMA/MOU Basic Services Section 4.1.m]	MEDIUM PRIORITY: Use GIS technology to collect and share watershed based information and organize MS4 program implementation <i>NOT referenced in Joint SWMP Plan Annual Eval April 2021</i>	GIS Coordinator, Coalition Director. WG Reps.	Include watershed boundaries in GIS applications	Consider watershed boundaries and related named impaired segments when implementing MS4 Permit program mandates, include in 2023 Workplan language where possible	Include watershed boundaries in GIS applications	Include watershed boundaries in GIS applications

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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 availablr. Write grant support letters, as needed. <i>NOT referenced in Joint SWMP Plan Annual Eval April 2021</i>	Director	Write support letters as needed	Write support letters as needed	Write support letters as needed	Write support letters as needed
12	Identify issues of growing concern. <i>[Amended 2019 IMA/MOU Basic Services Section 4.1.k]</i>	HIGH PRIORITY/UNPREDICTABLE: Assumption - MS4 PERMIT finalised by 4/30/2022. If true, provide Coalition comments if interest and possible. <i>NOT referenced in Joint SWMP Plan Annual Eval April 2021</i>	Coalition Director. Working Group/Board Reps.	Working Group review MS4 Permit content and respond, if interested.	Working Group review MS4 Permit content and respond, if interested.	Working Group review MS4 Permit content and respond, if interested.	Working Group review MS4 Permit content and respond, if interested.
13	Develop, long term sustainable funding mechanism. <i>[Amended 2019 IMA/MOU Basic Services Section 4.1.j]</i>	MEDIUM PRIORITY: Use completed Weston and Sampson Stormwater Utility Case Studies to guide interest and effort to develop long term sustainable funding mechanisms for individual MS4s and County-wide focusing on stormwater management and resiliency goals. <i>NOT referenced in Joint SWMP Plan Annual Eval April 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).	Consider and include in 2023 Workplan and Budget a close look at need, obstacles, benefits and process to develop long term stormwater program and resiliency related funding for individual municipalities, groups of municipalities, and/or County-wide		
14	Support CSO Permit implementation where BMPs overlap w/MS4 Permit. <i>[Amended 2019 IMA/MOU Basic Services Section 4.1.l]</i>	MEDIUM PRIORITY: GIS Coordinator supports mapping and program management needs across both Permits. <i>NOT referenced in Joint SWMP Plan Annual Eval April 2021</i>	GIS Coordinator. Coalition Director (Supervises)	GIS Coordinator identifies shared mapping needs across both permits, if any. Includes mapping tasks in work schedule.	GIS Coordinator identifies shared mapping needs across both permits, if any. Includes mapping tasks in work schedule.	GIS Coordinator identifies shared mapping needs across both permits, if any. Includes mapping tasks in work schedule.	GIS Coordinator identifies shared mapping needs across both permits, if any. Includes mapping tasks in work schedule.