



## **FY 2026 GLRC Work Plan**

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# Greater Lansing Regional Committee for Stormwater Management

FY 2026 BUDGET: OCTOBER 1, 2025 – SEPTEMBER 30, 2026

<u>Revenues</u>	<u>Proposed Budget</u>
Membership Dues (\$8,475 for 17 members)	\$144,075
<b>Total Revenues</b>	<b>\$144,075</b>
<u>Expenses</u>	
Support Services	\$127,962
Telephone	\$360
Postage	\$53
Printing and Copying	\$200
Office Supplies	\$100
Travel In-Region	\$1,000
Travel Out-of-Region	\$2,550
Special Project PEP	\$10,000
Special Project Training	\$1,000
Annual Report	\$250
Association Membership	\$600
<b>Total Expenses</b>	<b>\$144,075</b>

## SUMMARY OF TASKS

The work plan reflects the time the Greater Lansing Regional Committee for Stormwater Management Coordinator (Coordinator) dedicates towards the following tasks:

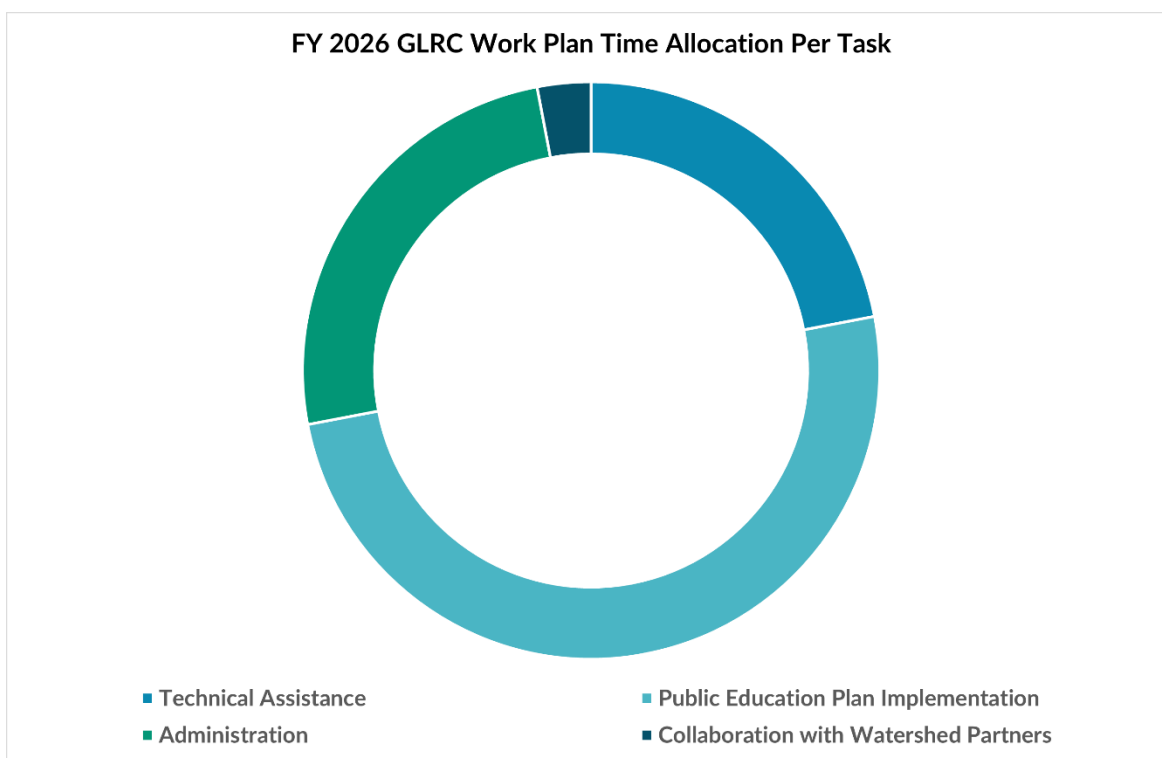
- 1) Technical Assistance
- 2) Administration
- 3) Public Education Plan Implementation
- 4) Collaboration with Area Watershed Groups

The Coordinator provides technical assistance for the GLRC by coordinating NPDES permit requirements for members and facilitating technical initiatives.

Administrative support is provided to coordinate the administrative needs of the GLRC Board and its committees, and to develop and implement operational policies and budgets.

The Coordinator implements the Public Education Plan of the GLRC by publishing outreach materials, developing and implementing educational campaigns, maintaining a public-facing website as a one-stop hub to promote watershed health, disseminating educational information via social media and promoting opportunities for citizen engagement.

Additionally, the Coordinator collaborates with area watershed groups to enhance appreciation and protection of the Middle Grand River watershed and coordinates with community partners to increase watershed education and protection.



## TASK 1: TECHNICAL ASSISTANCE

Percentage of time allocated: 22%

<b>Objective 1</b>	Coordinate NPDES permit requirements for GLRC members.
<b>Product/Result</b>	
Review member progress on permit requirements, provide staff training opportunities, and prepare for the 2026 NPDES permit progress report.	

Activities		Q1 (Oct- Dec)	Q2 (Jan- Mar)	Q3 (Apr- Jun)	Q4 (Jul- Sep)
1.1	Review website information on stormwater management plans for all members.	X	X	X	X
1.2	Provide training sessions for communities as needed.	X	X	X	X
1.3	Provide a template for the March 1, 2026, progress report, providing technical assistance as needed.	X	X		
1.4	Provide technical assistance to members on sampling, good housekeeping, and other permit needs.	X	X	X	X

<b>Objective 2</b>	Facilitate technical initiatives.
<b>Product/Result</b>	
Support initiatives that maintain and improve watershed health and restore ecosystems such as green infrastructure, invasive species management, and dam removals.	

Activities		Q1 (Oct- Dec)	Q2 (Jan- Mar)	Q3 (Apr- Jun)	Q4 (Jul- Sep)
2.1	Respond to requests for technical support, including letters of support, mapping, data analyses, and information distribution.	X	X	X	X
2.2	Review municipal ordinances for language that prevents green infrastructure and low impact development for suggested replacement.	X	X	X	X
2.3	Research green infrastructure and low impact development techniques and opportunities for the region.	X	X	X	X
2.4	Review site plans and other project plans for potential impacts to the region's watersheds.	X	X	X	X

2.5	Research new technical initiatives funded by grant programs.	X	X	X	X
2.6	Complete MSU Online Watershed Management Certification course.	X	X	X	

## TASK 2: ADMINISTRATION

Percentage of time allocated: 25%

<b>Objective 1</b>	Coordinate administrative needs of the GLRC Board and its committees.
<u>Product/Result</u>	
Maintain GLRC membership, finances, and bylaws while preparing members for full, executive, and committee meetings.	

Activities		Q1 (Oct- Dec)	Q2 (Jan- Mar)	Q3 (Apr- Jun)	Q4 (Jul- Sep)
1.1	Develop agenda packets, memos, and other meeting materials for all full, executive, and committee meetings.	X	X	X	X
1.2	Prepare for, coordinate, and facilitate meetings, including hosting, invitations, and reminders.	X	X	X	X
1.3	Coordinate with committee chairs to schedule and host PEP, TMDL, and IDEP meetings as needed.	X	X	X	X
1.4	Develop minutes or summaries for all full, executive, and committee meetings.	X	X	X	X
1.5	Post agendas and minutes on website for all executive and full committee meetings, ensuring compliance with the Open Meetings Act and bylaws.	X	X	X	X
1.6	Produce bi-monthly program revenue and expenditure reports and review with GLRC Treasurer.	X	X	X	X
1.7	Send dues notices to member groups and ensure membership and survey contribution payments.	X	X		X

<b>Objective 2</b>	<b>Develop and implement operational policies and budgets.</b>
<b><u>Product/Result</u></b> Implement the FY 2026 work plan and budget and develop a FY 2027 annual work plan with budget for approval at the September Full Committee meeting.	

Activities		Q1 (Oct- Dec)	Q2 (Jan- Mar)	Q3 (Apr- Jun)	Q4 (Jul- Sep)
2.1	Provide bimonthly progress updates on the FY 2026 work plan to GLRC Executive Committee.	X	X	X	X
2.2	Finalize the MOA between GLRC and Tri-County and post it on GLRC and TCRPC websites.	X			
2.3	Work with TCRPC to develop the FY 2027 budget.			X	X
2.4	Develop a draft annual work plan for FY 2027 and review with TCRPC.			X	X
2.5	Research funding opportunities that help support GLRC budget expenditures.	X	X	X	X
2.6	Develop and distribute a new MOA for approval by GLRC members' boards for the permit expiring October 1, 2027.				X

### TASK 3: PUBLIC EDUCATION PLAN IMPLEMENTATION

Percentage of time allocated: 50%

<b>Objective 1</b>	<b>Publish outreach materials.</b>
<u><b>Product/Result</b></u>	
<b>Develop and distribute GLRC's quarterly e-newsletters and annual report.</b>	

<b>Activities</b>		<b>Q1 (Oct- Dec)</b>	<b>Q2 (Jan- Mar)</b>	<b>Q3 (Apr- Jun)</b>	<b>Q4 (Jul- Sep)</b>
1.1	Develop content, copy, and graphics, publish, and distribute quarterly e-newsletters in January, April, July, and October.	X	X	X	X
1.2	Maintain newsletter contact database and track quantities distributed.	X	X	X	X
1.3	Evaluate Constant Contact engagement data on the e-newsletters and annual report, adjusting as needed.	X	X	X	X
1.4	Develop content, copy, and graphics for the annual report and publish and distribute it.		X	X	
1.5	Track distribution of the annual report at events.			X	X

<b>Objective 2</b>	<b>Develop and implement educational campaigns.</b>
<u><b>Product/Result</b></u>	
<b>Review and develop materials for educational campaigns and encourage their use by member groups and the public.</b>	

<b>Activities</b>		<b>Q1 (Oct- Dec)</b>	<b>Q2 (Jan- Mar)</b>	<b>Q3 (Apr- Jun)</b>	<b>Q4 (Jul- Sep)</b>
2.1	Develop a new educational poster on rain gardens.	X			
2.2	Produce one new educational video short and promote it.		X	X	X
2.3	Ensure the GLRC scroll display is showcased at each member agency along with educational materials, and track display usage.	X	X	X	X
2.4	Review member group websites for educational materials on stormwater pollution prevention and provide materials as needed.	X	X		



2.5	Expand work with property managers to educate tenants on proper pet waste disposal.		X	X	X
2.6	Develop measurable goals to provide education on each EPA-required PEP topic A-J.	X			
2.7	Implement education and outreach plans for PEP topics A-J and measure their success.		X	X	X

<b>Objective 3</b>	Maintain a public-facing website as a one-stop hub to promote watershed health.
<b>Product/Result</b> Provide an up-to-date, educational website where residents and members can find meeting materials, ways to be involved in watershed protection, and educational resources.	

Activities		Q1 (Oct-Dec)	Q2 (Jan-Mar)	Q3 (Apr-Jun)	Q4 (Jul-Sep)
3.1	Add news articles and events to the website monthly that help citizens protect surface waters and update seasonal stormwater smart tip sheets.	X	X	X	X
3.2	Conduct a yearly review of the website to check all links and relevancy of data.	X	X		
3.3	Compile data on web site visitation.	X	X	X	X
3.4	Include all GLRC meetings on the website and Google calendar.	X	X	X	X
3.5	Research opportunities to add new content on trending topics and develop new content as needed.	X	X	X	X

<b>Objective 4</b>	Disseminate educational information via social media and promote opportunities for citizen engagement.
<u>Product/Result</u> Maintain social media pages on Facebook, Instagram, and X or LinkedIn while promoting local opportunities to improve surface water quality.	

Activities		Q1 (Oct-Dec)	Q2 (Jan-Mar)	Q3 (Apr-Jun)	Q4 (Jul-Sep)
4.1	Evaluate the effectiveness of X and possibly engage on LinkedIn and/or Blue Sky instead.	X			
4.2	Post once a week on Facebook, Instagram, and X or LinkedIn and record social media analytics.	X	X	X	X
4.3	Promote local opportunities that enable individual action to improve watershed health and prevent stormwater pollution.	X	X	X	X
4.4	Conduct unpaid and paid social media campaigns to ensure coverage of PEP topics.	X	X	X	X

<b>Objective 5</b>	Conduct outreach to educate residents on individual actions that improve watershed health.
<u>Product/Result</u> Attend at least six outreach events throughout the tri-county region.	

Activities		Q1 (Oct-Dec)	Q2 (Jan-Mar)	Q3 (Apr-Jun)	Q4 (Jul-Sep)
6.1	Work to expand the newsletter distribution list at outreach events.	X	X	X	X
6.2	Participate in at least six community outreach events with the GLRC display and educational materials.		X	X	X
6.3	Maintain database of materials distributed and utilized at events.		X	X	X
6.4	Ensure adequate supplies of promotional giveaways for events.		X	X	X
6.5	Develop and promote two lesson plans for classroom use, encouraging guest teaching engagements.	X			

## TASK 4: COLLABORATION WITH WATERSHED PARTNERS

Percentage of time allocated: 3%

<b>Objective 1</b>	<b>Collaborate with watershed partners to enhance appreciation and protection of the Middle Grand River watershed.</b>
<b>Product/Result</b> Assist in improving the Middle Grand and Red Cedar Rivers and work with local partners to implement watershed management plans.	

Activities		Q1 (Oct- Dec)	Q2 (Jan- Mar)	Q3 (Apr- Jun)	Q4 (Jul- Sep)
1.1	Attend regional and statewide watershed-related collaborative meetings.	X	X	X	X
1.2	Support groups working to improve the Middle Grand and Red Cedar Rivers as needed.	X	X	X	X
1.3	Participate in board meetings of the Middle Grand River Organization of Watersheds and Friends of the Looking Glass and Red Cedar Rivers.	X	X	X	X
1.4	Serve on the Steering Committee for the Eaton Conservation District's Watershed Council Support Grant to guide the process of writing a Nonpoint Source Watershed Implementation grant proposal.	X	X	X	X
1.5	Support the Watershed Management Plans for the Maple River, Upper Looking Glass River, Middle Grand River, and Red Cedar River watersheds.	X	X	X	X

<b>Objective 2</b>	<b>Coordinate with community partners to increase watershed education and protection.</b>
<b><u>Product/Result</u></b> Coordinate with local, regional, and statewide partners to promote best management practices to prevent stormwater pollution.	

Activities		Q1 (Oct-Dec)	Q2 (Jan-Mar)	Q3 (Apr-Jun)	Q4 (Jul-Sep)
2.1	Research and disseminate grant funding, training, and seminar opportunities.	X	X	X	X
2.2	Consider partnerships and/or sponsorships that further GLRC's mission.	X	X	X	X
2.3	Coordinate information sharing opportunities, trainings, and seminars for projects and best practices that improve watershed health.	X	X	X	X
2.4	Work with Clinton, Eaton, and Ingham Counties to promote household hazardous waste collections and share water quality sampling data.		X	X	X
2.5	Share local opportunities for citizens to get involved and take personal actions to help protect the watershed.	X	X	X	X