



## **FY 2024 GLRC Work Plan**

# Table of Contents

FY 2024 Budget.....3

Summary of Tasks .....4

Task 1: Technical Assistance .....5

Task 2: Administration.....6

Task 3: Public Education Plan Implementation .....8

Task 4: Collaboration with Watershed Partners..... 11

**Greater Lansing Regional Committee for Stormwater Management**  
**PROPOSED FY 2024 BUDGET**

<b><u>Income</u></b>	<b><u>Budget</u></b>
Membership Dues (\$8,475 for 17 members)	\$144,075
TCRPC Survey Contribution	\$12,500
Member Survey Contribution	\$14,100
<b>Total Revenues</b>	<b>\$170,675</b>
<b><u>Expenditures</u></b>	
Salary, Fringe, and Indirect	\$128,420
Telephone	\$360
Postage	\$50
Printing and Copying	\$200
Office Supplies	\$100
Travel In-Region	\$750
Travel Out-of-Region	\$2500
Special Project - Survey	\$26,600
Special Project PEP Committee	\$10,000
Special Project IDEP Committee	\$300
Special Project TMDL Committee	\$300
Annual Report	\$500
Association Membership	\$595
<b>Total Expenses</b>	<b>\$170,675</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

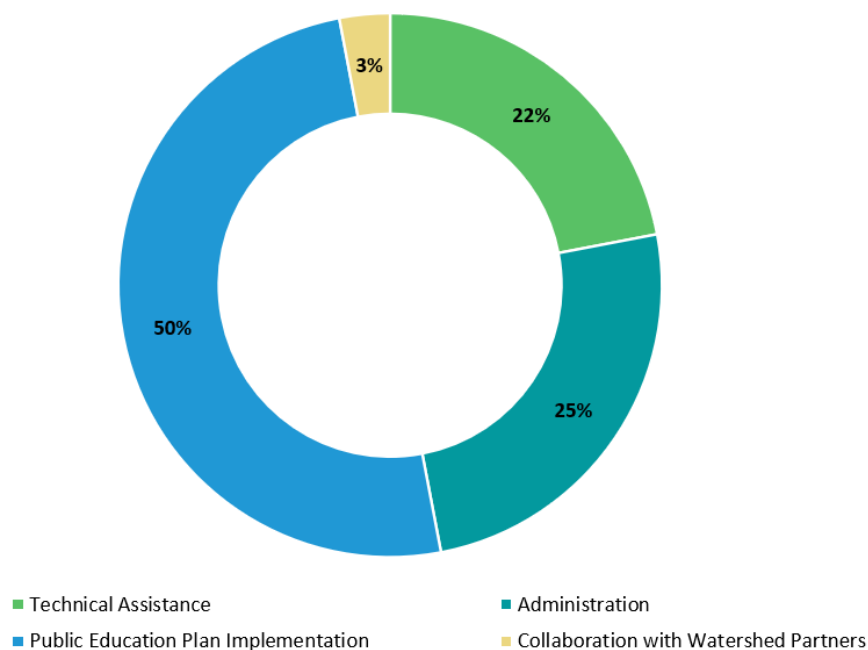
The Coordinator provides technical assistance for the GLRC by coordinating NPDES permit requirements for members and facilitating technical initiatives.

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.

FY 2024 GLRC Work Plan Hourly Breakdown



## 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 trainings, and prepare for the 2024 NPDES permit renewal.	

Activities		Q1 (Oct- Dec)	Q2 (Jan- Mar)	Q3 (Apr- Jun)	Q4 (Jul- Sep)
1.1	Review stormwater management plans of all members.	X	X	X	
1.2	Prepare and implement mock audits for permit renewal preparation.	X	X		
1.3	Provide training sessions for communities as needed.	X		X	X
1.4	Provide template for April 4, 2024, NPDES Permit renewal and provide technical assistance as needed.	X	X	X	
1.5	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	Initiate a project proposal for new technical initiatives funded by grant programs.	X	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 notes 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	Monitor and review 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 payment.	X			X

<b>Objective 2</b>	<b>Develop and implement operational policies and budgets.</b>
--------------------	--

**Product/Result**  
 Update and implement a new MOA for FY 2024 and develop a FY 2025 annual work plan with budget for approval at the September Full Committee meeting.

<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	Update and improve the MOA with member input.	X			
2.2	Acquire member board approval of MOAs.	X	X	X	X
2.3	Work with GLRC Treasurer and TCRPC Director of Finance and Operations to develop the FY 2025 budget.		X	X	X
2.4	Develop a draft annual work plan for FY 2025 and review with TCRPC Deputy Director.			X	X
2.5	Provide bimonthly progress updates on the FY 2024 work plan to GLRC Executive Committee.	X	X	X	X
2.6	Research grant opportunities that help fund GLRC budget expenditures.	X	X	X	X

### TASK 3: PUBLIC EDUCATION PLAN IMPLEMENTATION

Percentage of time allocated: 50%

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

Activities		Q1 (Oct- Dec)	Q2 (Jan- Mar)	Q3 (Apr- Jun)	Q4 (Jul- Sep)
1.1	Redesign the quarterly newsletter and consider Constant Contact.	X			
1.2	Develop content, copy, and graphics, publish, and distribute quarterly newsletters in January, April, July, and October.	X	X	X	X
1.3	Maintain newsletter contact database and track quantities distributed.	X	X	X	X
1.4	Revamp and redesign the Annual Report template.	X			
1.5	Develop content, copy, and graphics, publish, and distribute the annual report.	X	X		
1.6	Track distribution of annual report.		X	X	X

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

Activities		Q1 (Oct- Dec)	Q2 (Jan- Mar)	Q3 (Apr- Jun)	Q4 (Jul- Sep)
2.1	Review Do You Know Your Watershed, Responsible Car Washing, Pet Waste Management, Green Infrastructure at Home, Lawn and Garden Care, and Motor Oil Management brochures and ensure proper quantities for 2024 fiscal year.	X	X		
2.2	Update and redesign educational materials.			X	X
2.3	Ensure the GLRC scroll display is showcased at each member agency along with educational materials, tracking both materials and 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	Implement a new educational campaign for 2024 as directed by the PEP Committee.		X	X	X
2.6	Design and print a website sticker for distribution at public events.	X	X		

<b>Objective 3</b>	<b>Maintain a public-facing website as a one-stop hub to promote watershed health.</b>
<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 Stormwater Tips on a seasonal basis.	X	X	X	X
3.2	Conduct a yearly review of the website to check all links and relevancy of data.	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>	<b>Disseminate educational information via social media and promote opportunities for citizen engagement.</b>
<b>Product/Result</b>	
Maintain social media pages on Facebook, Twitter, and Instagram, while promoting local opportunities to improve surface water quality.	

Activities		Q1 (Oct- Dec)	Q2 (Jan- Mar)	Q3 (Apr- Jun)	Q4 (Jul- Sep)
4.1	Post once a week on Facebook, Twitter, and Instagram and record social media analytics.	X	X	X	X

4.2	Promote local opportunities that enable individual action to improve watershed health and prevent stormwater pollution.	X	X	X	X
4.3	Conduct unpaid and paid social media campaigns to ensure coverage of PEP topics.	X	X	X	X

<b>Objective 5</b>	<b>Implement the evaluation component of GLRC's Public Education Plan.</b>
<u>Product/Result</u>	
Conduct a survey in FY 2024 to evaluate PEP efforts from the previous six years.	

Activities		Q1 (Oct- Dec)	Q2 (Jan- Mar)	Q3 (Apr- Jun)	Q4 (Jul- Sep)
5.1	Work with PEP Committee and consultant to finalize the survey instrument and sampling plan.	X			
5.2	Promote the survey and work with consultant to ensure its implementation.	X	X		
5.3	Host a public meeting to present survey findings and invite water and environmental professionals to attend.		X		
5.4	Manage the financial reporting for the consultant's work upon the survey.	X	X	X	

<b>Objective 6</b>	<b>Conduct outreach to educate residents on individual actions that improve watershed health.</b>
<u>Product/Result</u>	
Attend at least six outreach events and promote use of the Augmented Reality Sandbox (ARS).	

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	Promote use of the ARS through a webpage, at the MSU Science Festival, and at area museums and campuses.	X	X	X	X
6.6	Establish a budget for the ARS for FY 2025.				X

## TASK 4: COLLABORATION WITH WATERSHED PARTNERS

Percentage of time allocated: 3%

<b>Objective 1</b>	Collaborate with watershed partners to enhance appreciation and protection of the Middle Grand River watershed.
<u>Product/Result</u>	
Assist in improving the Middle Grand River 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 River 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 statewide Sustainable Watershed Funding Initiative.	X	X	X	X
1.5	Support the Watershed Management Plan 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>Product/Result</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