



## **FY 2025 GLRC Work Plan**

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# Greater Lansing Regional Committee for Stormwater Management

PROPOSED FY 2025 BUDGET: OCTOBER 1, 2024 – SEPTEMBER 30, 2025

<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	\$58
Printing and Copying	\$200
Office Supplies	\$100
Travel In-Region	\$800
Travel Out-of-Region	\$2,500
Special Project PEP	\$10,000
Special Project Training	\$1,000
Annual Report	\$500
Association Membership	\$595
<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:

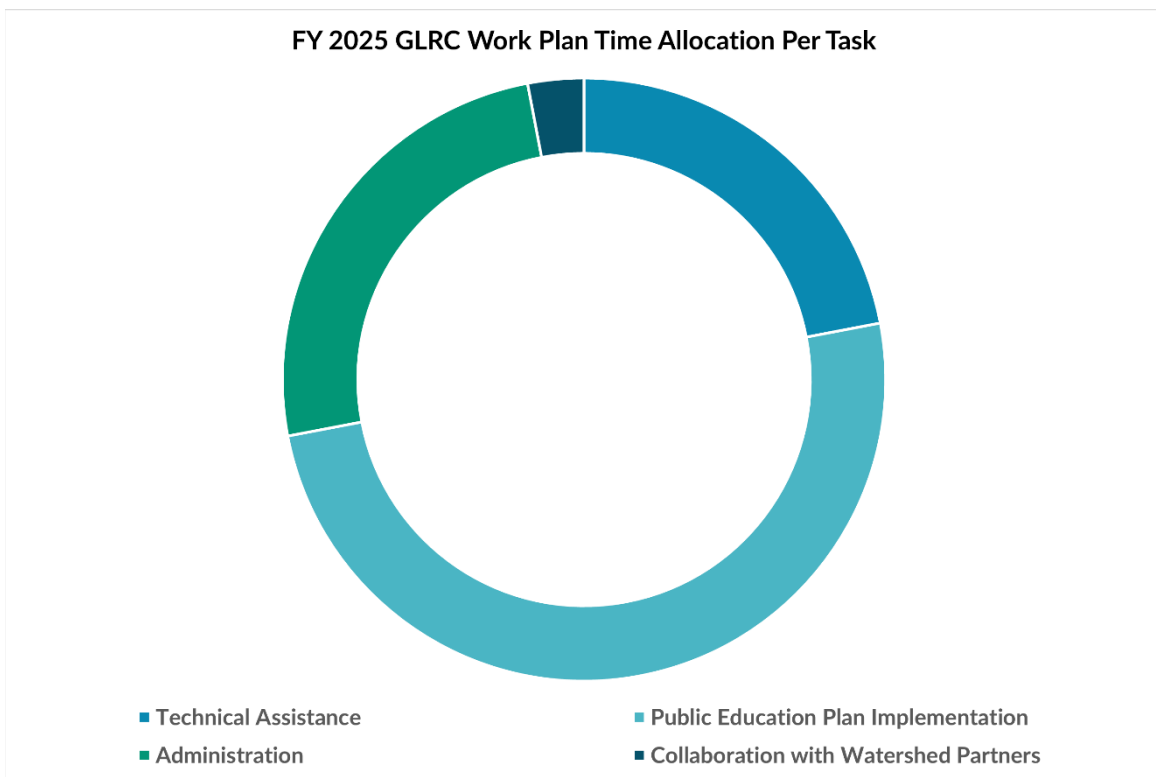
- 1) Technical Assistance
- 2) Administration
- 3) Public Education Plan Implementation
- 4) Collaboration with Area Watershed Groups

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 trainings, and prepare for the 2025 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	
1.2	Provide training sessions for communities as needed.	X		X	X
1.3	Provide template for April 1, 2025, NPDES progress report and provide technical assistance as needed.	X	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
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## 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	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>
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<b>Product/Result</b>
Update and implement the FY 2025 work plan and budget and develop a FY 2026 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	Confirm member MOAs and post one copy signed by Chair on GLRC and TCRPC websites.	X			
2.2	Finalize the MOA between GLRC and Tri-County and post it on GLRC and TCRPC websites.				
2.3	Work with GLRC Treasurer and TCRPC's Manager of Environmental Programming to develop the FY 2026 budget.		X	X	X
2.4	Develop a draft annual work plan for FY 2026 and review with TCRPC.			X	X
2.5	Provide bimonthly progress updates on the FY 2025 work plan to GLRC Executive Committee.	X	X	X	X
2.6	Research funding opportunities that help support 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>	
Develop and distribute GLRC’s quarterly newsletters and annual report.	

Activities		Q1 (Oct- Dec)	Q2 (Jan- Mar)	Q3 (Apr- Jun)	Q4 (Jul- Sep)
1.1	Evaluate the new quarterly newsletter e-format.	X	X	X	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	Expand upon the Annual Report’s 2023 redesign to ensure all GLRC work is covered.	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>	
Review and develop materials for educational campaigns and encourage their use by member groups and the public.	

Activities		Q1 (Oct- Dec)	Q2 (Jan- Mar)	Q3 (Apr- Jun)	Q4 (Jul- Sep)
2.1	Distribute new educational brochures.	X	X	X	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, 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 FY 2025 as directed by the PEP Committee.		X	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	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.
<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>	Conduct outreach to educate residents on individual actions that improve watershed health.
<b>Product/Result</b>	
Attend at least six outreach events throughout the tri-county region and coordinate 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	Coordinate use of the ARS for the North American Association for Environmental Education Grant.	X	X		
6.6	Work with Eaton Conservation District to find a new home for the ARS.	X	X	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>
<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