

Ohio Watershed Coordinator Grant - 2009 Draft Annual Work Plan rev. April 2009

Watershed: Middle Cuyahoga

Sponsor Org.: NEFCO

Watershed Coordinator: Maia Peck

Grant Objectives:

1. Public Relations / Education / Outreach
2. Sustainability / Fundraising
3. Inventory / Planning
4. Monitoring / Assessment
5. Organizational Development
6. Implement water quality improvement measure that addresses a need identified by the stakeholders

Semi-Annual Period: January 1, 2009 – June 30, 2009

Obj.	Actions	Deliverable / Product
1	Public workshop on Potter Creek implementation project??	Meeting sign-in, powerpoint presentation or documents
1	Participation in River Day 2009 Watershed coordinator to have booth at Munroe Falls	Photos/summary, sign in sheet if applicable
1	Watershed coordinator to develop and e-mail newsletter summarizing planning process and progress.	First newsletter e-mailed to list and related groups (e.g., Summit County PIPE), put on website.
1	Introduce project at 3 meetings of communities, community officials, interest groups, etc.	Meeting agendas or notes 3 meetings outside steering committee
1	Coordinate with Cuyahoga RAP Year of the River (YOTR) efforts	Agenda/meeting notes noting participation opportunities Draft resolution sent to watershed communities.
1	Develop and update watershed website Update approximately monthly <ul style="list-style-type: none"> - upcoming events - meeting notes - upcoming meetings - report elements if applicable 	Website updated approximately monthly Anticipated elements: <ul style="list-style-type: none"> - Front page describing project and noting meeting times - Meeting Notes/ agendas page - Watershed page with information, at least 12 photos - Watershed happenings page - Watershed Action Plan page with related information - Resources and links

1,3, 5	Kick-off meeting to seek involvement, raise awareness	Meeting notes, attendance, steering committee list
1	Following review by the steering committee of the contact list, the watershed coordinator will write follow-up letters or initiate meetings with significant communities/organizations not represented on steering committee	Follow up contact by letter, telephone, or meeting with at least 3 communities/organizations
1	Watershed coordinator will develop fact sheet/interest questionnaire to hand out at events and meetings	1 fact sheet/interest questionnaire
1	Watershed coordinator to work with County, SWCD, stakeholders, and representatives of previously active groups to develop strategy(ies) to introduce planning effort to stakeholders who cannot attend the monthly meetings	2 activities/strategies initiated for informing/involving public, local officials, other local groups, or watershed groups
3,1	Seek involvement from university faculty/staff	Notes reflecting discussion of potential for academic involvement with at least 2 faculty members from Kent State or Akron
3, 1	Meet with and interview staff from watershed cities, county planning departments, water suppliers, Soil and Water Conservation Districts, townships, park districts. Topics of discussion to include available studies, regulations, programs, problem or resource areas. This task to continue into second half of 2009.	Interviews with: 2 SWCDs 2 county planning depts. Portage Co. water resources Officials from four townships/cities Two water suppliers
3	Compile and summarize existing reports and mapping, identify data gaps	Summary memo to stakeholders concerning existing mapping, findings, and recommendations of Portage & Summit County environmental/resource planning, NOACA septic system study, EPA TSDs and related documents, Section 208 plan, NEFCO's Breakneck Creek mapping. Findings of 4 major studies presented to working group, summarized in notes/powerpoint presentations.
3	Generate base map and 3 resource maps covering appropriate portions of Summit, Portage, and Stark count for topics in WAP inventory section. Summit County Planning and Portage Planning to generate maps	Base map and 3 resource maps
3	Develop draft introductory WAP sections (e.g., watershed setting, geology, history, population characteristics)	Draft introductory WAP sections
3	Develop preliminary list and map of watershed issues and concerns	Annotated map/list
3,5	Build understanding of steering committee concerning planning process	Discussion/presentation of watershed planning outline, principles at 3 meetings as summarized in notes or

		powerpoint presentations. Input of steering committee recorded in notes.
1,3,4	Photodocumentation of easily accessible sites (e.g., road crossings) in the Plum Creek watershed, Fish Creek watershed, immediate vicinity of Kent and Ravenna	Digital files of photographs with comments and location for Plum Creek watershed, half of Fish Creek watershed, vicinity of Kent and Ravenna. 12 photographs on website.
5	Establish steering committee, meet approximately monthly	Contact list, meeting notes for 5 meetings
5	Build stakeholders list, inform stakeholders about process and invite participation	Contact at least 20 stakeholders in addition to steering committee
5,2	Develop guidelines for participation in stakeholders group	Written guidelines
5	Mission and goals of the stakeholders group	Preliminary mission and goals statements
6	??Complete stream bank reconstruction on Potter Creek	1150 linear feet of ditch overwidened

Semi-Annual Period: July 1, 2009 – December 31, 2009

Obj.	Actions	Deliverables / Product
1	Watershed coordinator and participating communities/organizations (e.g., SWCD, City of Kent, City of Cuyahoga Falls) coordinate one stream clean-up or related activity as a YOTR activity	Photos, sign in sheet, summary of activity
1	Update website approximately monthly for WAP elements, upcoming events, meeting notes and agendas	6 months worth of website updates
1	Quarterly newsletter put out by watershed coordinator	2 quarterly newsletter e-mailed and posted on website; distribution list
1	Article concerning watershed plan for SWCD newsletters	Article inserted in 2 SWCD newsletters
1	Develop strategy(ies) to introduce planning effort to stakeholders who cannot attend the monthly meetings	1 activity/strategy initiated for informing/involving public, local officials, other local groups, or watershed groups
1	Watershed coordinator will continue to seek involvement of university community	At least one outreach/participation effort involving university community
2,3,6	With steering committee, identify implementation project to pursue within the next year	Meeting notes specifying project(s)
3, 1	Watershed coordinator to meet with and interview staff from watershed cities, county planning departments, water suppliers, Soil and Water Conservation Districts, townships, park districts. Topics of discussion to include available studies, regulations, programs, problem or resource	Interviews with: remaining SWCD, county planning dept.; officials from remaining

	areas. This task continued from the first half of 2009.	townships/cities; county agencies such as emergency management Remaining major water supplier
3	Develop inventory mapping for the remaining inventory categories. Mapping to be produced by Summit and Portage County planning departments.	Inventory maps (at least draft version) addressing WAP topics
1,3,4	Photodocumentation by watershed coordinator of easily accessible sites (e.g., road crossings) in the Fish Creek watershed, Breakneck Creek watershed, mainstem watershed	Digital files of photographs with comments and location for the remaining half of Fish Creek watershed, mainstem, and Breakneck Creek. At least 12 more photos posted to website.
3	Draft WAP inventory and trends section in sufficient detail to begin identifying impairments, problems, opportunities, goals, and need for action. Watershed coordinator prepares for review by steering committee or interested stakeholders/advisors.	Draft WAP inventory sections, presented to steering committee, notes from discussion
3	Use inventory and community priorities to begin identifying impairments, opportunities, goals, and needs for action.	Notes on results of discussion, preliminary list/map of impairments, opportunities, etc.
3,1, 4	2 watershed tours with steering committee/stakeholders	2 Sign-in sheets, tour map/descriptions
3,5	With input from and review by steering committee, the watershed coordinator will develop and distribute for review by steering committee list of existing implementation practices and who is currently carrying them out.	List distributed to and reviewed by stakeholders and available for others