

STORM Work Plan 2016

4/6/2016

Task	Responsible persons	Actions/ Expectations	Deliverables/ Desired Outcome	Timeline	Strategic Plan Reference
STORM Meetings, Logistics					
STORM Quarterly Meetings	STORM Coordinator	<ul style="list-style-type: none"> •Schedule and find locations for quarterly meetings •Designate note takers for each meeting •Obtain feedback, designate speakers for each topic •provide research and evaluation as available 	<ul style="list-style-type: none"> •Dates and locations posted in advance •List of note takers for each meeting •List of topics and speakers •Agendas with speakers •STORM introduction, new member greeting, and sharing on each agenda •High membership participation 	Meetings scheduled: 2/11/16- Edmonds 5/11/16-Tacoma 9/8/16- Edmonds 11/3/16- Brightwater (Woodinville)	Goal 1; 1-4 <i>http://pugetstormwebly.com/storms-strategic-plan.html</i>
		Complete agendas two weeks in advance and send to membership	Agendas for quarterly meetings	2 weeks prior to each quarterly	
		Provide training opportunities, sharing opportunities, and discuss permit requirements and STORM business as necessary	Report of Training	As needed	
STORM Symposium	STORM Coordinator & Work group	Coordinate when, where, themes, break-out sessions, etc.	Well attended symposium by STORM members	Form work group in June, meet July and Aug Symposium on 11/3 @ Brightwater	Goal 5; 1-3
		Coordinate with partners for topics and speakers and to encourage attendance	Summary of event for annual report		
	STORM membership	Evaluate and make recommendations	Report to work group with recommendations on survey		
STORM Website	Mary	Identify needs	A functioning website for the use of STORM membership	Completed, ongoing maintenance & refinement	Goal 4
		Create, provide, and post STORM functioning documents	Links to basic STORM documents and materials	Update as needed	
		Coordinator meeting to determine roles and responsibilities and integrating Repository tool	<ul style="list-style-type: none"> •Document with roles and responsibilities •Communicate w/ STORM and coordinators •Provide training and documentation for maintenance 	March 2016 to begin	

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STORM Communication with Coordinator groups	Core and STORM membership	<ul style="list-style-type: none"> •Send work plan to all leads Coordinator group leads •Track issues •Look at how STORM can help and where we can work together •Establish meeting updates with permit coordinator group •Send topics and information to each lead for dissemination during regular meetings 	<ul style="list-style-type: none"> •Coordinators and STORM membership bring E&O related issues and questions to STORM •STORM regularly provides information to leads for dissemination and consideration •better relationship with two-way communication is established 	On-going	Goal 7; 1-1
STORM Partnerships	Core Group	Meet with Russell Foundation, Nature Conservancy, Sightline Institute, Bullitt Foundation, and other grant administrators to establish communication, increase coordination, and look for ways to fund PSSH	<ul style="list-style-type: none"> •Meeting action items, building communication, promoting our existence •Presentations at conferences, to State agencies, Russell Family Foundation, Nature Conservancy, and when appropriate, lobbyists •Potential funding strategy 	1st & 2nd QTR: Meet with potential partners	Goal 2 and Goal 3; 3-2
STORM Strategic Plan	Work Group	<ul style="list-style-type: none"> •Review strategic plan and update as needed •Provide to membership in meeting and electronically for comments and revisions; report to membership on changes •Set up meeting to discuss changes 	<ul style="list-style-type: none"> •Draft document •Final draft to membership; post to website (STORM coordinator) 	1st QTR 2016 Final 4th QTR 2016 Update for 2017	
STORM GRANTS					
GROSS Grant Electronic Library - Repository	Work Group	<ul style="list-style-type: none"> •Finalize ECY contract Form work group •Create process and communicate with core •Create functional repository •Work with members, state agencies, and others to determine funding and sponsorship opportunities 	A repository with outreach related materials, basic website	Complete website tool <ul style="list-style-type: none"> •1st QTR - contracting/planning •2nd QTR- add materials, design, testing •3rd QTR - launch •Winter/Spring 2017- Documentation (Note: 2017 Deadlines- <ul style="list-style-type: none"> •Mar 31 Reporting •May 1, Billing •June 30, Final closeout) 	Goal 5; 1-2

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GROSS Grant: STORM Coordinator	Mary	<ul style="list-style-type: none"> •Complete hiring process •Complete work plan •Integrate Coordinator with STORM steering committee; regional team 	<ul style="list-style-type: none"> •Work plan •Quarterly reports to Ecology/STORM 	1st QTR Hiring, introduction, ECY contract 2-4th QTR - reporting Spring 2017 - final reporting <ul style="list-style-type: none"> • Coordinator work plan - ongoing (Note: 2017 Deadlines Mar 31 Reporting May 1 Billing June 30, Final closeout)	Goal 1; 1-4
GROSS Grant STORM Funding Strategy	Core and STORM membership	<ul style="list-style-type: none"> •Meet with regional committee working to discuss the next permit cycle •Discuss funding a STORM Coordinator and BMP behavior change programs through a system similar to the monitoring program 	<ul style="list-style-type: none"> •Meetings with regional committee •Draft permit language, survey to permittee jurisdictions, proposal to Ecology •Proposal to non-profits identifying gaps/connections •Pros/cons of incorporating STORM 	Ongoing	Goal 1; 7-1 to 7-5
Gross Grant: Don't Drip and Drive Phase III	DDD Steering committee, Mary grant manager	Campaign outreach and advertising	<ul style="list-style-type: none"> •Regional advertising •local partner toolbox •updated website •recruit partner repair shops •quick lube promotions pilot •Latino outreach 	Spring 2016 - planning Summer - recruit partners and promote Fall - campaign launch Winter - evaluation Spring 2017 - reporting (Note: 2017 Deadlines Mar 31, Reporting May 1, Billing June 30, Final closeout)	Goal 3; all
		Events	workshops and leak testing events		
		Evaluate project	evaluation and final report		

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GROSS Grant: Drain Rangers	Project Partners	<ul style="list-style-type: none"> •Develop strategies, work with contractors to complete deliverables •Revisions and additions to curriculum •Begin teacher trainings •Create deliverables 	<ul style="list-style-type: none"> •Project administration •outreach tools and products, trainings, curriculum, piloting 	Planning: February Launch: March 2016- June 2017 Grant Complete: July 2017	Goal 3; all
		Evaluate effectiveness	<ul style="list-style-type: none"> •Front-end, formative, and summative evaluation •Evaluation report with findings and any recommendations 		
		Develop materials that can be easily accessed by anyone looking to use them			
	Advisory Committee	Form advisory committee	Advisory committee comprised of STORM, formal and informal educators & EcoNet members		
		Participate in meetings as necessary in person or via conference call	Meetings scheduled by project partners, as needed		
		Provide input on curriculum, training and piloting strategies, and creative products for use with curriculum	Notes from meetings, feedback incorporated into curriculum and creative products		
	Formal and Informal Educators	Attend training sessions	Training session attendance sheets, list of schools adopting curriculum		
STORM members	Participate; disseminate materials	Present to STORM at 9/2017 Qtr Mtg			
GROSS Grant: Mobile Business	Mindy Fohn-Kitsap County	Research conducted to establish mobile business outreach program	<ul style="list-style-type: none"> •Comprehensive research •model program developed for piloting •development and testing of some basic outreach materials 	Implementation: March 2016-June 2017	Goal 3; all

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STORM PROJECTS					
LID/plain language work group	Betsy	<ul style="list-style-type: none"> Recruit review team (including regulators, Nature Conservancy, Russell, etc.) Refine LID terms & messaging 	<ul style="list-style-type: none"> Collection of existing terminology and messaging Collection of research regarding effective messaging 	<ul style="list-style-type: none"> Establish regular work group meetings - spring 2016 Preliminary list of messages and terminology - Nov 2016 	
Puget Sound Starts Here		<ul style="list-style-type: none"> Chinook Book Giveaways Work with PSSH partners on bulk buy PSSH toolkit updated and on web PSSH month brand promotion - May 	<ul style="list-style-type: none"> Extended June 30 unlock for Chinook Books (12mo subscription) Bulk buy-Chinook book, PSSH items Media and Mariner's Game May 14th 	<ul style="list-style-type: none"> Final Chinook Book report, documents to website - 7/16 Mariner's Game -May 14th 	
Vetted Facts	STORM Coordinator & Core	<ul style="list-style-type: none"> Will work with Peter to ensure BMP selection process is complete Review previous vetted facts from 2010 and update as necessary (based on BMP selection process) Look for additional facts or research to include in existing fact document Review facts through vetting process 	<ul style="list-style-type: none"> List of vetted facts 	2nd quarter 2016	
2018 NPDES permit	Work Group	Collect comments and recommendations from STORM membership regarding E&O portion of 2018 NPDES permit	Comments & recommendations with supporting justification	Start Summer 2016	
Evaluation/ Behavior Research	Work Group & contractor	<ul style="list-style-type: none"> Compile existing evaluation Comparison of evaluation - trend analysis of behavior change over time Compare program effectiveness 	<ul style="list-style-type: none"> Scope Draft report Final report to membership when available 	1st QTR 2016 Scope and begin research 4th QTR 2016 Final report	
Natural Yard Care	Work group and King County	<ul style="list-style-type: none"> Website needs assessment Speaker training Bulk purchasing 	<ul style="list-style-type: none"> Website documentation speaker training curricula giveaways 	<ul style="list-style-type: none"> 1st QTR - scoping, initial fixes 2nd-3rd QTR - website planning, fixes 4th QTR - web documents to STORM members/team 	

STORM Core Workplan 2016

4/6/2017

Task	Responsible Person(s)	Action Required	Deliverable	Timeline / Due Date	Comments/ Completed (Y for yes)	Strategic Plan Reference
Core meeting schedule	Janet Geer/Tiffany Odell/STORM Coordinator	Schedule core meetings and locations	Send scheduler to Core members	Complete scheduling, topics and agendas are ongoing;	Janet will work with Tiffany and PSP to reserve rooms	Goal 4 & 5
		Gather meeting topics and prepare agendas	*Meeting agendas - Ongoing		Janet will create meeting agendas with STORM Coordinator	
Quarterly meeting agenda	Core and STORM Coordinator	Establish meeting agenda, training topics, coordinate with speakers	75% agenda complete 1 month prior, send "teaser" reminder email to membership	Ongoing		Goal 1, Strategy 3-2
		Send reminders and agenda to general membership	95% agenda complete 2 weeks prior, send agenda to membership	Ongoing		
		Provide updates to outside stormwater groups and supervisors	Provide updates and information to APWA and Coordinator Meetings: South End - Tiffany, King -Janet & Mary, North End - Janet, APWA - Betsy	Ongoing, as appropriate		
		Create template for meeting agendas	*Monday before the meeting, send reminder email to membership *Meeting agenda template	Ongoing		
		Identify STORM members doing important work that's worthy of recognition	Present certificate of recognition at quarterly meetings	Update: Present certificates at the symposium each year.		

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2016 Annual Report	Tiffany O'Dell with support by Core	Collect topics for annual report	Annual report complete	12/1/2016		Goal 1, Strategy 5-2
		Assign/write articles	Sent to members and partners			
		Edit and design publication	Send to general membership			
Coordinate with PSP	Core and PSP PSSH team	Provide PSSH discussion time at Core meetings, as needed		Ongoing		Goal 2, Strategy 2-2
		Share PSSH new developments				
Coordinate with DOE	Core and DOE liaisons	Meet regularly with DOE staff and provide regular updates to DOE leadership		Ongoing		Goal 2, Strategy 2-3

STORM Coordinator Work Plan 2016

4/6/2017

Task	Actions	Deliverables	Timeline
STORM contact list	<ul style="list-style-type: none"> •Contact current listed membership & verify contact info, update as needed •Verify at least 1 contact per NPDES permittee in region •Maintain list & update as needed •Follow up on undelivered emails, as needed 	<ul style="list-style-type: none"> •Current STORM contact list 	ASAP
GovDelivery/ STORM Emails	<ul style="list-style-type: none"> •Attend training, as needed •Enter STORM email addresses into database •Send ~weekly email updates to STORM membership •Send meeting announcements, as needed 	<ul style="list-style-type: none"> •Emails sent to STORM membership on a regular basis via GovDelivery system 	Approximately weekly - biweekly
STORM work plan	<ul style="list-style-type: none"> •Participate in work plan meeting, note changes needed from 2015 work plan •Update work plan document to reflect changes discussed in meeting 	<ul style="list-style-type: none"> •2016 STORM work plan distributed to membership and posted on STORM website 	<ul style="list-style-type: none"> •March 2016
STORM Core Meetings	<ul style="list-style-type: none"> •Prepare & distribute meeting agendas •Take meeting notes & distribute to group following meetings •Manage running list of agenda items & action items •Schedule & arrange locations for 2017 meetings 	<ul style="list-style-type: none"> •Email solicitation for agenda items •Agendas for Core meetings •Core meeting notes 	<ul style="list-style-type: none"> •Week of Core meetings •1 day prior to meeting •Within 1 week of meeting
Quarterly meetings	<ul style="list-style-type: none"> •Prepare & distribute meeting agendas •Take meeting notes & distribute to group following meetings •Arrange for speakers, as needed •Schedule & arrange locations for 2017 meetings 	<ul style="list-style-type: none"> •Agendas for quarterly meetings-with list of topics and speakers, STORM introduction, new member greeting, and sharing •Quarterly meeting notes 	<ul style="list-style-type: none"> •2 weeks & 1 week prior to meeting •Within 1 week of meeting
Annual Symposium	<ul style="list-style-type: none"> •Work with Core to develop symposium topics & schedule •Arrange for keynote speaker & speaker panels 	<ul style="list-style-type: none"> •Symposium flyer incl. schedule •Well-attended symposium •Symposium summary for annual report •Follow-up survey 	<ul style="list-style-type: none"> •October 2016 •November 2016 •Week after symposium
Annual Report	<ul style="list-style-type: none"> •Assist with writing articles for annual report 	<ul style="list-style-type: none"> •Completed articles 	<ul style="list-style-type: none"> •Jan 2017

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Vetted Facts	<ul style="list-style-type: none"> •Review current vetted facts & update as necessary •Research potential additional facts or research to add to document •Review facts through vetting process 	<ul style="list-style-type: none"> •Updated list of vetted facts 	
Coordination w/ External Groups	<ul style="list-style-type: none"> •Research & coordinate with external groups & potential funders (e.g. Nature Conservancy, Russell Family Foundation) 	<ul style="list-style-type: none"> •Regular meetings & communication with external groups 	
Strategic Plan Update	<ul style="list-style-type: none"> •Facilitate strategic plan update meetings •Update strategic plan document 	<ul style="list-style-type: none"> •Updated strategic plan 	
STORM Website	<ul style="list-style-type: none"> •Post STORM documents to website •Ensure that website content is current •Reorganize & create new pages as needed 	<ul style="list-style-type: none"> •Links to STORM documents & materials •Links to campaign & social marketing materials 	<ul style="list-style-type: none"> •Update as needed
Permit Update	<ul style="list-style-type: none"> •Assist with gathering & organizing STORM comments re permit update 	<ul style="list-style-type: none"> •Compilation of comments on education & outreach section of permit 	Begin summer 2016
BMP Prioritization	<ul style="list-style-type: none"> •Work with Peter Holte to create usable document to present BMP prioritization results 	<ul style="list-style-type: none"> •Prioritized list of STORM-wide BMP's 	
Online Document Repository	<ul style="list-style-type: none"> •Assist in construction of repository structure •Help facilitate repository workgroup meetings •Solicit STORM members for materials •Train STORM members in repository usage 	<ul style="list-style-type: none"> •Repository for outreach, campaign materials •STORM members will understand how to use & will actively use repository 	
Don't Drip & Drive	<ul style="list-style-type: none"> •Assist with DD&D grant project •Lead quick-lube task 		