

**STRATEGIC PLAN**  
**Water Resources Agency, Institute for Public Administration**  
**College of Human Services, Education & Public Policy, University of Delaware**  
**September 14, 2005**

**Mission Statement**

The mission of the Water Resources Agency (IPA - WRA) at the University of Delaware Institute for Public Administration (IPA) is to provide regional water resources planning and watershed policy assistance to state and local governments in Delaware and the Delaware River Basin through the service, education, and research role at the University. WRA is the water policy, planning, and management arm of IPA.

**Staff**

The Water Resources Agency employs the following staff at the University of Delaware to carry out its service, education, and research mission:

*Faculty/staff:*

Bernard L. Dworsky	Senior Advisor/Policy Scientist
Martha B. Corrozi	Watershed Analyst
Dr. Jerome Lewis	Director, Institute for Public Administration
Andrew R. Homsey	GIS Services Manager
Gerald J. Kauffman	Watershed Policy Director
Nicole M. Minni	GIS and Graphic Specialist
Lori H. Schnick	GIS Researcher
Martin W. Wollaston	Senior Planner/Planning Group Manager
Kevin J. Vonck	Senior Research Assistant

*Student Research Assistants:*

Christi Desisto	Undergraduate Research Assistant
Christina Infiesta	Undergraduate Research Assistant
Sherry Smith	Undergraduate Research Assistant
Jonathon Barton	Graduate Research Assistant
Elaine Grehl	Graduate Research Assistant
Stephanie R. Piltman	Graduate Research Assistant
Melissa S. Zechiel	Graduate Research Assistant

**Funding**

WRA receives funding from the following federal, state, and local entities:

*Annual FY06 Funding Request:*

State of Delaware  
New Castle County  
City of Newark  
City of Wilmington

*Grants:*

Delaware DNREC, Division of Water Resources  
Delaware Water Resources Center  
University of Delaware  
U.S. Environmental Protection Agency and U.S. National Park Service

## **Strategic Goal # 1 - Sharpen the Focus of Public Service**

Sharpen the focus of public service and continue to provide policy assistance regarding water issues to the State of Delaware, New Castle County, and the Cities of Newark and Wilmington.

### **Significance**

The Water Resources Agency receives funding from governments to provide water resources service and assistance to the public and the taxpayers. This public service role of IPA/WRA is significant to CHEP and the School of Urban Affairs and Public Policy (SUAPP), the home of the public policy school at the land grant institution of the University of Delaware.

### **Challenges**

Continue the funding and staffing level needed to provide water resources service to the state government, New Castle County, and the Cities of Newark and Wilmington and other governments in the Delaware Basin.

### **Progress - Years 1 and 2**

- a. Continue to serve the State of Delaware with water resources and watershed planning:
  - Delaware Water Supply Coordinating Council - Serve as State Water Coordinator/Advisor to WSCC as per state law.
  - Christina Basin Clean Water Partnership
  - Source Water Protection Program
  - Town Comprehensive Planning
- b. Continue to serve New Castle County government in the following capacity:
  - Water Resource Protection Area - Serve on the RPATAC as appointed by the NCC CEO.
  - Land Development and Planning - Review subdivision/development plans for H2O impacts.
  - White Clay Creek Wild and Scenic River - serve as local coordinator on W & S watershed committee
  - Southern New Castle County Wastewater Plan - provide technical assistance/implement sewer plan.
- c. Continue to serve the City of Newark with water supply planning assistance:
  - Water Supply Projects - Newark Reservoir and South Wellfield Iron Treatment plant
  - Water Rate Survey
  - Stormwater Outfall GIS Mapping
- d. Continue to serve the City of Wilmington with water resources technical assistance
  - Combined Sewer Overflow
  - Riverfront development revitalization
  - Brandywine/Hoopes Reservoir/Red Clay Operating Plan

### **Progress - Year 3 to Year 5**

- a. Expand the role of the WRA to provide water resources policy assistance to a greater number of governments in the Delaware Basin.
- b. Hire a new staff member to assist with the water resources mission.
- c. Modernize the IPA - WRA offices in the DGS Annex Building.

## **Strategic Goal #2 - Enhance the Quality of Education Programs**

Enhance the quality of the educational role of the Water Resources Agency at the University by offering additional courses, seminars, forums, and programs with a water policy focus and mentoring undergraduate and graduate students with funded fellowships in the MPA and MA program.

### **Significance**

The goal to provide more water resources education opportunities at the University is significant to CHEP as the home of the education school on campus. Education is a basic role of the University of Delaware.

### **Challenge**

The challenge is to increase water resources education opportunities on-campus by coordinating with faculty in colleges and departments that have a water resources focus, yet not step into redundancy or turf issues.

### **Progress - Years 1 and 2**

- a. Continue to teach UAPP 611 (Regional Watershed Management) in the School of Urban Affairs & Public Policy during the fall semester.
- b. Continue to teach UAPP 667 (GIS Applications in the Public and Nonprofit Sectors) in the School of Urban Affairs & Public Policy during the spring and fall semesters for the MPA mid-career program.
- c. Continue to teach CIEG 440 (Water Resources Engineering) and CIEG 467 (Watershed Engineering Planning and Design) in the Department of Civil and Environmental Engineering during the fall semester.
- d. Serve as invited lecturers for courses in the public policy, geography, agriculture, marine studies, and engineering schools.
- e. Continue to offer an annual water policy forum in cooperation with the Delaware DNREC, the Delaware Water Resources Center, and the Delaware Geological Survey in the fall semester.
- f. Assist teachers in developing a GIS education module for K–12 classrooms.
- g. Continue to offer funded water resources fellowships to two to four graduate students in the MPA or MA program and fund two undergraduate research assistants.
- h. Serve as public speakers at on- and off-campus water resources seminars, forums, and meetings.
- i. Serve on the committees or as readers of student analytical papers, theses, and dissertations.

### **Progress - Year 3 to Year 5**

- a. Develop and teach two more courses to serve with the existing watershed course as a water resources policy focus or specialization in the MPA/MA program in the School of Urban Affairs & Public Policy and/or in the College of Engineering.
- b. Collaborate with other colleges and departments at UD to form interdisciplinary water resources major (or minor) at the undergraduate/graduate level.
- c. Develop a Capstone course in water resources for seniors to expand the undergraduate education role.
- d. Develop a Pathways course in water resources offered to freshmen.

- e. Develop a course in GIS and Watershed Modeling.

### **Strategic Goal #3 - Strengthen Programs of Research**

Strengthen programs of research by seeking new opportunities to collaborate with University faculty, staff, and students to conduct and publish funded water resources technical and policy research.

#### **Significance**

Research, the search and quest for new knowledge, is a central tenet in the mission of CHEP at the University of Delaware.

#### **Challenge**

The challenge will be to plan sufficient time to search for funding and carry out water-related research while maintaining a focus on the public service and education role of the WRA.

#### **Progress - Years 1 and 2**

Continue to develop the University of Delaware experimental watershed as an on-campus education and research laboratory through grants from the Delaware Water Resources Center, governments, and foundations.

- a. Continue to seek opportunities to publish and present peer-reviewed research on topics such as water policy, watershed management, water rates, public-private water management, and other water resources topics.
- b. Continue to maintain a central repository of GIS data for use by CHEP, IPA, and university-wide staff and faculty.
- c. Continue to collaborate with faculty and staff with other colleges and departments to conduct water resources research through private and publicly funded grants.
- d. Continue to fund the SUAPP Excellence in Water Resources Scholarship Medal at Honors Day.
- e. Work with UD landscape staff to plant an experimental SMARTYARD native landscape garden in front of the WRA building.
- f. Submit a grant application for stream restoration of Blue Hen Creek through the UD Experimental Watershed.

#### **Progress - Year 3 to Year 5**

- a. UD Experimental Watershed - Seeking funding to staff and expand the Experimental Watershed as part of a nationwide network of research sites at land grant institutions of higher learning.
- b. Seek new opportunities for published water resources research in professional journals and books.
- c. Conduct research into new and better ways to utilize GIS as a water resources and environmental management and planning tool.
- d. Winter Session in Watershed Management - Participate with peers in New Zealand to develop a Winter Session abroad course in Watershed Management.

## **Recommended Internal Policies of the UDWRA**

As the IPA - WRA continues through its 4<sup>th</sup> decade, we will strive to become more embedded into the mission of the education, research, and service mission of the University of Delaware, the College of Human Services, Education, and Public Policy, and the Institute for Public Administration. The following internal policies are recommended so that we may more efficiently and happily accomplish this mission.

**DGS Annex Building** - Arrange to have names of IPA - WRA staff placed in lobby of DGS Annex Building.

**Purchasing Credit Card** –Martin retains the WRA credit card primarily for technology and non-routine office supplies. Debbie Carr retains a card routine office supplies. A Purchasing Request Form needs to be completed and signed by Jerry Kauffman for approval before the Purchasing Card is used. Forms are available in the Reception Office. After obtaining signature and account code number, please give Martin or Debbie the form for whatever needs to be ordered. They will make the purchase for the requestor. Please don't forget to give them the receipt for the WRA files and for auditing purposes.

**Blue & Gold Club Card** – A Blue & Gold Club Card is available for WRA use. Please ask Jerry for the card (it's in Jerry's desk, right hand side, second one down) if needed. After using the card, please give Cheryl the receipt for the meals and note on the receipt who was in attendance and the purpose.

**Request for Travel** – Travel Requests should be completed by requestor, signed by Jerry and then forwarded to Dr. Lewis for approval. Travel Request Forms are available in the WRA office or in the IPA's office. The Travel Procedure form is also available in the WRA office or in the IPA's office.

**Request for Leave** – A Request for Leave for sick/vacation/etc. should be completed by requestor and signed by Jerry or Martin with form then forwarded to Nell or Cheryl. Dr. Lewis will sign Martin or Jerry's request. Forms are available in the WRA reception office or IPA web site. SSN should not appear on the request for leave form.

**Copying/Printing Budget Codes** – Graphic Communications/Quick Copy. A Copy Work Order should be completed by WRA staff person and signed by Jerry when copies are needed. Contact Cheryl for the correct account number.

**Account Codes** - The account numbers to be used for the fiscal year 06 are as follows:

State DNREC	CHEP422992
AGF Grant Account	CHEP432996
WRA Supplemental Fund (preferred for copying/publishing)	CHEP17S545

**Expense Reimbursement** – Business Expense Request (BER) forms are on the UD web site, click on staff, then webforms, when done email to Cheryl, print out form, sign, and send original form and receipts and one copy of form and copy of receipts to Cheryl. Make copy of form and receipts for your file.

**Reserving IPA station wagon** – Sign up sheet is in the hallway outside Jerry's and Martin's offices. First come, first serve basis (although someone with a longer trip should talk with whoever had it previously reserved if there is a conflict). Fill out name and starting mileage in log book The gas card is in the glove box and Pin # on envelope – fill up as needed. Do not return below ¼ tank. Any problems with the wagon should be reported to Martin.

**Reserving IPA vans** – Reserved through Nell Downer (8971). The gas card is in glove box – sign up sheets are on Nell's desk.

**Reserving laptop computer/projector** – A laptop computer and projector are available from the UDWRA. To reserve, use the sign up sheet outside Martin's office.

**WRA conference room** – Sign up sheet to reserve room is next to door.

**Request for Action** – A Request for Action form should be completed whenever funds or personnel matters are involved. RFA's should be completed and signed by the requestor and forwarded to Cheryl for Dr. Lewis review and

signature. An RFA is only forwarded to the Dean's office if it involves personnel matters (with the exception of miscellaneous wage personnel) or if funds from his department are involved.

**Blue Sheet** – A blue sheet (<http://www.udel.edu/OVPR/forms/bluesheet.html>) is basically a cover sheet for a proposed project. A blue sheet is initiated by the requestor (Principal Investigator). A proposed work program and budget should be attached to the blue sheet and forwarded to Dr. Lewis for his review and signature. It is then forwarded to Sandra Dean in the Dean's office for review before obtaining Tim Miller's and Dean Barnekov's signature. If federal funds are involved in the project, the blue sheet and attachments are then forwarded to Judy Trefsgger in OVPR for review and processing. Once approved, an account number will be assigned. If federal funds are not involved, OVPR does not need to review the proposal. Non-federal funds under \$50,000 do not need OVPR's approval and the Dean's office will have final approval. An account number will be then be given by the Dean's office. Copies of the blue sheet and attachments should be given to Dr. Lewis, Sandra Dean, and Tim Miller.

**Spring Water** - The UDWRA is purchasing spring water. It's available for everyone.

**Parking Stamp** - The UDWRA parking stamp is available for visitors. It is in the cabinet in the conference room.

**Conference Travel** - You are encouraged to attend and present at conferences/seminars as a representative of the University and further your service, education, and research role. A \$2,000 per person annual conference/seminar travel account will be established.

**Professional membership** – A \$ 250 per year reimbursement is established for each staff member.

**Keys** - Last one out locks the doors. See Martin for keys.