
**SEMINOLE COUNTY GOVERNMENT
AGENDA MEMORANDUM**

SUBJECT: Approval of Revenue Agreement Between Seminole County Board of County Commissioners and The St. Johns River Water Management District for Watershed Action Volunteer Program Coordination

DEPARTMENT: Public Works

DIVISION: Roads-Stormwater

AUTHORIZED BY: Gary Johnson

CONTACT: Marie Lackey

EXT: 2424

MOTION/RECOMMENDATION:

Approve and authorize the Chairman to execute a Revenue Agreement between Seminole County and the St. Johns River Water Management District for the Seminole County Watershed Action Volunteer (WAV) Program Coordination.

County-wide

Kim Ornberg

BACKGROUND:

The Watershed Action Volunteer (WAV) Program was initiated in Seminole County in January 1999, and is a cooperatively funded partnership between the County and the St. Johns River Water Management District (SJRWMD). WAV is a citizen involvement and education program. The program includes, but is not limited to a Citizens' Water Monitoring Program, a training program for volunteer educators (promoting and conducting public education by ways of schools, civic groups, church groups, and special events). During the last fiscal year, approximately 1,100 Watershed Action Volunteers participated in a variety of environmental educational events. The Outreach Program has addressed over 13,500 adults and children about watershed education. During the last fiscal year, watershed educational outreach in WAV-related activities exceeded 21,500 hours. The educational element of the Program provides valuable outreach to the citizens of Seminole County. This outreach fulfills the educational requirements of the County's State and federally-mandated National Pollutant Discharge Elimination System Municipal Separate Storm Sewer Systems (NPDES MS4) Permit. The SJRWMD Agreement requiring Seminole County's payment towards this Program is approved annually. The proposed payment for FY 09/10 is \$40,000, which is included in the current Seminole County Water Quality Program annual budget (077430.530340).

STAFF RECOMMENDATION:

Staff recommends that the Board approve and authorize the Chairman to execute the Revenue Agreement between Seminole County and the St. Johns River Water Management District for the Seminole County Watershed Action Volunteer (WAV) Program Coordination.

ATTACHMENTS:

1. Revenue Agreement - Watershed Action Volunteer Program Coordination

Additionally Reviewed By:

- Budget Review (Fredrik Coulter, Lisa Spriggs)
- County Attorney Review (Matthew Minter)

**REVENUE AGREEMENT BETWEEN
SEMINOLE COUNTY BOARD OF COUNTY COMMISSIONERS AND
THE ST. JOHNS RIVER WATER MANAGEMENT DISTRICT
FOR THE WATERSHED ACTION VOLUNTEER PROGRAM COORDINATION**

THIS AGREEMENT is entered into by and between the GOVERNING BOARD of the ST. JOHNS RIVER WATER MANAGEMENT DISTRICT (“the District”), whose address is 4049 Reid Street, Palatka, Florida 32177, and Seminole County Board of County Commissions (“the County”), whose address is 1101 East First Street, Sanford, Florida 32771.

WITNESSETH THAT:

WHEREAS, the District is a special taxing district created by the Florida Legislature and given those powers and responsibilities enumerated in chapter 373, Fla. Stat., whose geographical boundaries encompass portions of Seminole County; and

WHEREAS, it is in the interest of both parties to cooperate in the Watershed Action Volunteer Program (“the WAV Program”), the purpose of which is to utilize citizen volunteers to engage in educational and other projects that benefit the water resources of Seminole County and the State of Florida; and

WHEREAS, the County is a charter county and political subdivision of the State of Florida; and

WHEREAS, the parties desire to establish a written understanding in relation to their contributions to the WAV Program in Seminole County; and

NOW, THEREFORE, in consideration of the above premises, which are made a part of this Agreement, and the mutual covenants contained herein, and for other good and valuable consideration, the receipt of which is hereby acknowledged, the parties hereto, each intending to be legally bound, agree as follows:

ARTICLE I - TERM

- A. **Term.** The term of this Agreement shall be from the Effective Date to the Completion Date.
 - 1. **Effective Date.** The Effective Date of this Agreement shall be the date upon which the last party to this Agreement has dated and executed the same.
 - 2. **Completion Date.** The Completion Date of this Agreement shall be no later than September 30, 2010, unless renewed or extended by mutual written agreement of the parties.
 - 3. **Renewal.** This contract may be renewed for two (2) additional twelve (12) month terms by the mutual and written consent of each party.
- B. **Time is of the Essence.** Time is of the essence for each and every aspect of this Agreement. Where additional time is allowed for the completion of the Work (as described below), the new time limit shall also be of the essence.

ARTICLE II - STATEMENT OF WORK

All work shall be performed in accordance with the Statement of Work attached as Exhibit A and by reference made a part of this Agreement (“the Work”). This Agreement consists of the following items: Exhibit A — Statement of Work; and all attachments hereto. All attachments are part of this Agreement as fully and with the same effect as if they had been set forth herein verbatim. The parties may at any time by

written amendment, within the general scope of this Agreement, change the Work to be provided hereunder. Neither party shall unreasonably withhold its consent to any such amendment.

ARTICLE III - FUNDING

- A. **County Contribution.** For satisfactory performance of the Work, the County shall pay the District, on a cost-reimbursable basis, a sum not to exceed \$40,000 for Fiscal Year 2009-2010.
- B. **District Contribution.** The District shall provide \$15,000 in matching funds and in-kind services for Fiscal Year 2009-2010.
- C. **Additional Costs.** In the event project costs exceed the aforementioned amount, the parties shall meet and mutually agree to the amount and distribution of the additional funding needed to successfully complete the Work.
- D. **Invoicing Procedure.** The District shall submit an invoice for payment as per Exhibit A, in an amount not to exceed \$40,000 within thirty (30) days of execution of the Agreement. The invoice will reference Contract Number 25539 and be submitted to the Seminole County Project Manager, Marie Lackey. The County shall pay the District one hundred percent (100%) of the invoice pursuant to chapter 218, Fla. Stat., as amended.
- E. **Release.** The parties agree that tender of the final payment and acceptance by the District shall be considered as a mutual release in full by each party against the other of all claims arising out of this Agreement, except any claims that may arise due to auditing that occurs pursuant to this Agreement.

ARTICLE IV - LIABILITY AND INSURANCE

- A. Each party to this Agreement shall be responsible for all personal injury and property damage attributable to the negligent acts or omissions of that party, its officers and employees, acting within the scope of employment. In addition, each party is subject to the provisions of section 768.28, Fla. Stat., as amended. Neither this provision nor any other provision of this Agreement shall be construed as a waiver of sovereign immunity by either party.
- B. Each party shall acquire and maintain throughout the term of this Agreement such general liability, automobile, and workers' compensation insurance as required by their current rules and regulations.
- C. In the event either party subcontracts any work under this Agreement, that party shall require its subcontractor(s) to acquire and maintain throughout the course of its contract period, workers' compensation and automobile liability insurance coverage in amounts acceptable to the other party.

ARTICLE V - PROJECT MANAGEMENT

- A. For the purpose of coordinating and managing the Work, the parties designate the following persons as Project Manager:

DISTRICT

Toni Lang, Project Manager
 St. Johns River Water Management District
 4049 Reid Street
 Palatka, Florida 32177
 Phone: (386) 329-4345
 E-mail: tlang@sjrwmd.com

COUNTY

Marie Lackey, Project Manager
 Seminole County Public Works
 177 Bush Loop
 Sanford, Florida 32773
 Phone: (407) 665-2424
 E-mail: mlackey@seminolecountyfl.com

- B. Either party to this Agreement may change its project manager and provide notice of the change to the other at any time.
- C. The parties' project managers shall be responsible for overseeing all matters arising in connection with performance of this Agreement. All such matters shall be directed to the attention of the project managers. The project managers shall have sole and complete responsibility to transmit instructions, receive information, interpret and communicate the parties' policies and decisions with respect to all matters pertinent to the Work.
- D. The parties' project managers and/or, as appropriate, other employees, shall meet when necessary to provide decisions regarding the Work, as well as to review and comment on interim reports. The project managers shall meet as needed for coordination and review of the work by third-party contractors. No actions outside the Work shall be initiated by any party without prior written authorization of the other party's project manager; provided, however, that in emergency situations requiring action within less than twenty-four (24) hours, authorization may be granted verbally by the other party's project manager and followed up in writing within seventy-two (72) hours. The authority of the District's Project Manager is limited to approving minor deviations in the Work that do not affect the total funding or the time of final completion of the Work.
- E. **Office Facilities.** The County shall provide workspace for the Watershed Action Volunteer Coordinator.
- F. **Reports.** The County WAV Program Coordinator shall submit monthly reports to the County's and District's project managers in a form mutually agreed upon by both project managers. All written deliverables (reports, papers, analyses, etc.) shall be submitted in machine-readable form in formats consistent with the County and the District's standard software products, which include the Microsoft® Office Suite (WORD, EXCEL, ACCESS, and POWERPOINT). Other formats may be accepted if mutually agreed upon by the County and the District. The parties shall review and comment upon all deliverables associated with this Agreement. The District shall not unreasonably withhold the incorporation of the County's comments in its supervision of the County WAV Program Coordinator.

ARTICLE VI - MISCELLANEOUS PROVISIONS

- A. **Attorney's Fees.** In the event of any legal or administrative proceedings arising from or related to this Agreement, including appeals, each party shall bear its own attorney's fees.
- B. **Audit: Access to Records.** The parties agree that each party, or its duly authorized representative shall, until the expiration of three years after expenditure of funds hereunder, have access to examine any of the other party's books, documents, papers, and other records involving transactions related to this Agreement. The parties shall preserve all such records for a period of not less than three years. Payment(s) made hereunder shall be reduced for amounts charged that are found on the basis of audit examination not to constitute allowable costs. The parties shall refund any such reduction of payments. All required records shall be maintained until an audit has been completed and all questions arising from it are resolved. The parties shall provide proper facilities for access to and inspection of all required records.
- C. **Civil Rights.** Pursuant to chapter 760, Fla. Stat., the parties shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin, age, handicap, or marital status.

- D. **Construction of Agreement.** This Agreement shall not be construed more strictly against one party than against the other merely by virtue of the fact that it may have been prepared by counsel for one of the parties, it being recognized that both parties, have contributed substantially and materially to the preparation hereof.
- E. **Dispute Resolution.** The parties have the mutual obligation to seek clarification and resolution of any issue, discrepancy, misunderstanding, or dispute arising from questions concerning interpretation or acceptable fulfillment of this Agreement. The project managers will diligently seek to resolve all matters of dispute. In the event any such disputes cannot be resolved by the project managers, each party will defer resolution to its respective department director for resolution.
- F. **Entire Agreement.** This Agreement, upon execution by the County and the District, constitutes the entire agreement of the parties. The parties are not bound by any stipulations, representations, agreements, or promises, oral or otherwise, not printed or inserted herein. The County agrees that no representations have been made by the District to induce the County to enter into this Agreement other than as expressly stated herein. This Agreement cannot be changed orally or by any means other than written amendments referencing this Agreement and signed by all parties.
- G. **Governing Law.** This Agreement shall be construed and interpreted according to the laws of the State of Florida.
- H. **Interest of the Parties.** The parties certify that no officer, agent, or employee of the parties has any material interest, as defined in chapter 112, Fla. Stat., either directly or indirectly, in the business of the other party to be conducted hereby, and that no such person shall have any such interest at any time during the term of this Agreement.
- I. **Non-Lobbying.** Pursuant to section 216.347, Fla. Stat., as amended, the parties hereby agree that monies received pursuant to this Agreement shall not be used for the purpose of lobbying the Legislature or any other state agency.
- J. **Ownership of Documents.** Ownership and copyright to all source documents, reports and accompanying data (in all formats) produced pursuant to this Agreement shall be vested in both parties. In the event either party subcontracts any of the Work, language shall be included in all subcontracts which clearly indicates that ownership and copyright to all such materials shall remain with the County and the District. The original documents or materials, excluding proprietary materials, shall be provided to the County and the District upon the expiration or termination of the Agreement, as outlined in the Statement of Work, or upon request of the County or the District, as appropriate.
- K. **Release of Information.** Records of the parties that are made or received in the course of performance of the Work may be public records subject to the requirements of chapter 119, Fla. Stat. In the event a party receives a request for any such records, the receiving party shall notify the other party's project manager within three (3) business days of receipt of such request. Each party reserves the right to cancel this Agreement for refusal by the other party to allow public access to all documents, papers, letters, or other material related hereto and subject to the provisions of chapter 119, Fla. Stat., as amended.
- L. **Separate Counterparts.** This Agreement may be executed in separate counterparts, which shall not affect its validity.
- M. **Subcontracting.** Neither party shall sublet, assign, or transfer any of the Work without the written consent of the other party. When applicable, the initiating party shall cause the names of the firm(s) responsible for such portions of the Work to appear thereon. Each party shall notify the other party

of all subcontracts and provide the other party with an executed copy thereof not less than ten (10) calendar days prior to the effective date for information purposes only. Each party shall remain responsible for the fulfillment of all work elements included in its subcontracts and shall be responsible for the payment of all monies due thereunder. Nothing in this Agreement shall create any contractual relationship between any subcontractor and the other party to this Agreement.

- N. **Termination.** This Agreement may be terminated in whole or in part in writing by either party provided that the other party is given: (1) not less than thirty (30) calendar days written notice, delivered by certified mail, return receipt requested, of intent to terminate, and (2) an opportunity for consultation prior to termination. Upon termination, both parties shall enter negotiations to determine an equitable settlement for payment of all appropriate services, materials, and costs.
- O. **Venue.** In the event of any legal proceedings arising from or related to this Agreement, venue for such proceedings shall be in Seminole County, Florida.
- P. **Waiver of Right to Jury Trial.** In the event of any civil proceedings arising from or related to this Agreement, the parties hereby agree to trial by the court and waive the right to seek a jury trial in such proceedings.

IN WITNESS WHEREOF, the District has caused this Agreement to be executed in its name by its Executive Director and the County has caused this Agreement to be executed in its name by its duly authorized representatives, all on the day and year first above written.

ST. JOHNS RIVER WATER
MANAGEMENT DISTRICT

SEMINOLE COUNTY BOARD OF
COUNTY COMMISSIONERS

By: _____
Jeff Cole, Director
Office of Communications and Governmental Affairs

By: _____
Robert E. Dallari, Chairman
Seminole County Board of County Commissioners

Date: _____

Date: _____

Attest: _____
Maryann Morse, Clerk to the Board of County Commissioners
of Seminole County

For the use and reliance of Seminole County only.
Approved as to form and legal sufficiency

Seminole County Attorney Office

Document Attachments:
Exhibit A — Statement of Work
Attachment 1 — Sample Attachment of the Seminole County WAV Coordinator Inventory Checklist

**EXHIBIT A — STATEMENT OF WORK
SEMINOLE COUNTY WATERSHED ACTION
VOLUNTEER PROGRAM COORDINATION**

I. Introduction

The Watershed Action Volunteer (WAV) Program was initiated in 1994 by the St. Johns River Water Management District (District) in an effort to involve the public in various aspects of water resource education and management. Through this Program, county WAV coordinators provide educational and volunteer opportunities for the public.

WAV now includes programs in 14 of the 18 counties of the District. These Programs are supported by cost-share agreements with local governments and other partners. The Seminole County WAV Program has one county cost-share partner, which has provided verbal or written commitments to contribute \$40,000 to the Program for fiscal year (FY) 2009–2010.

The District provides \$15,000 in matching funds for the program and administers the contract with the county WAV coordinator. The sum of \$55,000 is available for this renewal with the Seminole WAV Coordinator (Coordinator), for FY 2009–2010.

The Coordinator, with guidance and support from the District and its partner, implements the Program. Coordinators enlist volunteers to assist with education programs for school and adult groups and provide training for volunteers and partners to support the project needs of the District and its county partner.

II. Objective

The Coordinator shall administer the WAV Program in Seminole County from October 1, 2009 through September 30, 2010. The Coordinator shall work with District staff and contractors, and county staff to implement the Seminole County WAV Program.

III. Scope of Work

The Coordinator shall implement the WAV Program in Seminole County and shall provide the District and its partner with a work plan, monthly activity reports, and a volunteer recruitment plan. The Coordinator will also provide a program summary report at the end of the contractual period, detailing the mentioned tasks. Specific tasks and deliverables covered by this Statement of Work are presented below.

IV. Task Identification

The Coordinator shall perform the following tasks:

General

1. Assist the District and its partner in meeting the goals and objectives of the WAV Program.
2. Help identify and work with appropriate partner staff and the District (production, education, outreach, governmental) to establish partnerships with the business community, local governments, environmental agencies, civic and environmental organizations, and others.
3. Coordinator shall refer District partner to the District project manager to discuss and implement any changes to the scope of the Coordinator's work or objectives, partner funding, or other program-related issues. Changes may only be made with the full knowledge and concurrence of the District project manager.
4. Coordinate and implement WAV activities in Seminole County from October 1, 2009–September 30, 2010. Activities shall occur throughout the year on a monthly basis.
5. Maintain an office presence at the District's Altamonte Springs Service Center (ASSC). The Coordinator shall work at the ASSC for at least 8 hours twice a month. The Coordinator's attendance at the ASSC will be to facilitate connections with the District and ASSC staff and to develop new or enhanced volunteer activities.
6. Other duties as assigned by the District project manager.

Volunteers and Training

7. Maintain regular contact and communication with all volunteers through a variety of methods that may include e-mail, monthly volunteer opportunities, meetings, presentations, and organized events.
8. Develop a volunteer recruitment plan with the assistance of the District WAV Coordinator for implementation by January 2010. The plan should include:
 9. Sources for recruiting volunteers, such as organizations, schools, groups, businesses, and individuals.
 10. Strategy for recruiting new volunteers including but not limited to
 - ❖ Methods for providing presentations to encourage individuals or groups to become WAVs
 - ❖ Orientation and education plan for new volunteers that explains a volunteer's role in the program
 - ❖ Methods for increasing volunteer retention
11. Continually recruit and train new volunteers throughout the year.
12. Conduct WAV orientation and appropriate safety training for all volunteers before their participation in the WAV Program.

13. Coordinate and conduct training sessions for new volunteers. The sessions will include specific training to enable volunteers to complete their volunteer assignments or duties such as educational presentations, storm drain marking, and shoreline cleanups. While training sessions may occur throughout the year, a minimum of four sessions must include six or more volunteers. The Coordinator will train volunteers so they can perform their duties independently or with minimal supervision by the Coordinator.
14. Coordinate volunteer involvement in presentations, programs, and special events, as appropriate.

Projects and Activities

The WAV Coordinator will assist partner and District staff with the development and implementation of hands-on projects and activities that supports water resource protection and conservation.

The following table is to be used as a checklist for the types and number of activities that will be performed under this contract. The number associated with each activity is a minimum number. It is expected that when implementing this contract, the final numbers will be much higher. Each activity shall be counted as one deliverable.

Project and Activity Table		
Program or Project	Number of Events (minimum)	
	Seminole County Public Works/Stormwater Division	District
Cleanups		
Watershed	30	0
Land management	0	2
Family Science Night	1	
Florida Water Star SM follow-up	0	as needed
Media outreach suggestions (documented)	0	12
NPDES training and reporting	1	0
Presentations		
Adult, including homeowner associations	10	24 as requested
Youth	30	
Florida Water Star SM	0	
City and county commissions (as requested by partner)	As requested	0
Special events (festivals, workshops, and home shows, etc.)	4	2
Storm drain marking events	6	2
Summer programs		6
Volunteers		
Volunteer orientation and training	4 sessions	
Volunteer recruitment, 24 new active volunteers minimum per fiscal year	24 new volunteers	
Lake Restorations	8	0

Activity Descriptions

Cleanups: The WAV Program will coordinate and assist with cleanups of watersheds, neighborhoods, stormwater systems or pond shorelines, roadsides, and District or partner properties. Coordination will involve defining the area to be cleaned, identifying site captains (when appropriate), promoting cleanup, coordinating volunteers, and arranging for trash disposal. Smaller-scale community cleanups (which may include neighborhood storm drains) will be implemented as opportunities are identified. The WAV Program will assist other entities by providing volunteers for local water resource related cleanups when requested. These assistance requests are in addition to the cleanup event requirements contained in the activity table.

Family Science Nights: The Coordinator shall organize the Family Science Nights with the assistance of local partners, District staff and contractors. Family Science Nights shall be conducted using volunteer and partner assistance. The Coordinator will involve other local agencies and groups such as the Florida Department of Environmental Protection, the University of Florida's Institute of Food and Agricultural Sciences Extension Service, community colleges, and state parks. Family Science Nights require pre-event classroom presentations to participating students and feature hands-on water science activities. The Family Science Night event will involve both students and their parents in hands-on activities about water resources. Pre-event class presentations, associated with Family Science Nights, are considered separate from youth presentation requirements.

Lake Restoration: require invasive plant removals and shoreline plantings along TMDL lakes in Seminole county.

Media Outreach Suggestions: The goals of media outreach are to increase public awareness of local water resources and stormwater issues and to involve the public in volunteer activities. The Coordinator shall work with the District's communications specialist and appropriate partner staff to identify media opportunities. The Coordinator shall provide ideas to the District for news releases and shall work locally to identify one opportunity per month per partner for media coverage. Suggestions for news releases will be provided a minimum of two (2) weeks in advance of an event. Outreach opportunities will be quantified and included in the monthly report. Copies of any news releases and/or local newspaper articles mentioning the WAV Program will be included in the monthly report.

NPDES Training and Reporting: A stormwater education and public involvement program, using volunteers to assist in meeting National Pollution Discharge Elimination System (NPDES) permit requirements, will be implemented. These Programs may contain employee training, community education programs, etc.

The Coordinator will assist partner in the development of the portion of their annual NPDES report that relates to education and public participation.

Presentations

Adult: Education presentations shall be conducted for adults or community groups and families. Community groups may include homeowner associations (HOAs), service organizations, garden clubs, etc. Presentation topics will include nonpoint source pollution prevention and water conservation. The Coordinator's presentations must consist of the District-approved WAV PowerPoints, materials and additional resources.

Youth: Youth education presentations may include public schools, private schools or home schoolers, Scout troops, or other youth/student groups. Presentation topics will include nonpoint source pollution prevention and water conservation. The Coordinator's presentations must consist of the District-approved WAV PowerPoints, materials and additional resources.

Florida Water StarSM: The Coordinator shall provide brief Florida Water StarSM presentations upon request from the District. As Seminole County has a Water Conservation coordinator, these presentations, if requested by the District, will be provided by the Seminole County coordinator.

City and County Commissions: Upon request by the partner, the Coordinator shall organize presentations before the appropriate city or county commission, to recognize the efforts of WAVs and/or to promote the WAV Program. All commission presentations must be coordinated with the appropriate District intergovernmental coordinator.

Special Events: The WAV Program will participate in special events by providing volunteers to staff exhibits and distribute materials about stormwater runoff, pollution prevention, and water conservation. When appropriate, an interactive exhibit will be used. (WAVs use these interactive exhibits to educate the public about important water concepts, pollution sources and prevention, and watershed issues.)

Storm Drain Marking Events: The Coordinator will organize volunteers from neighborhood associations, schools, Scout troops, partner agency employees, or other community organizations to install storm drain markers and distribute informational door hangers in the area to be marked. (Storm drain marking increases the awareness of an individual's contribution to nonpoint source pollution that flows into local creeks, rivers, and lakes. The door hanger presents a list of actions individuals can take to prevent this type of pollution.)

Summer Programs: The Coordinator will organize activities and programs for a variety of audiences during the summer months. Topics to be included in these activities or programming will include pollution prevention and water conservation.

Volunteer Recruitment, Coordination, Orientation, and Training: A minimum of (24) twenty-four active volunteers per fiscal year will be recruited and trained. An active volunteer is defined as having all volunteer application forms, background check, and appropriate orientation and training completed and a minimum of eight (8) volunteer hours logged into the volunteer database.

Recruitment will include providing presentations to encourage individuals or groups to become WAVs. Orientation sessions shall include information about how volunteers are to represent the many WAV partners and the WAV Program. Training sessions are to provide the skills and

information needed by WAVs to participate in WAV activities, such as how to conduct various education programs and use the education materials and models.

Administration and Reporting

Maintain a District-provided WAV e-mail account and provide all reports via e-mail using Microsoft Word (Microsoft Office 2003 or later version).

15. The Coordinator shall provide the District and its partner with the following:

- Monthly invoice and activity report that includes:
 - ▶ Program highlights
 - ▶ Web site calendar submissions
 - ▶ Digital photos of volunteer activities
 - ▶ WAV activity information for use in *StreamLines* and the District's Web site
 - ▶ List of presentations and special events, including the number of all contacts, minority contacts, locations, descriptions, volunteer participation, and dates
 - ▶ Document all outreach opportunities, including media outreach events, articles, published meeting announcements, radio broadcasts, and TV appearances
 - ▶ List news releases (provide copies when possible) and/or local newspaper articles mentioning the WAV Program
 - ▶ List of intergovernmental coordinator, communications specialist, and education contractor contacts, with topics discussed and results achieved — i.e. news releases, articles, etc.
 - ▶ Schedule of upcoming activities
 - ▶ Meetings attended and the purpose of the meetings
 - ▶ List of training sessions conducted or scheduled and the number of volunteers participating
 - Sign-in sheets will be required as documentation.
 - ▶ List of new, active volunteers
 - ▶ List of volunteer contact activity through e-mail, newsletters, or other methods
 - ▶ Volunteer hours and activities, input into the database and provided by noon on the first Wednesday of the month
- Volunteer recruitment plan
- Final report that summarizes WAV activities for the previous fiscal year
- Annual work plan update

16. Use the provided volunteer database to record volunteer activities, hours, and contact information. This database must be used to provide statistics for monthly activity reports.

- Record volunteer information, including:
 - ▶ Service hours for individuals and groups participating in WAV activities
 - ▶ Contact information, including e-mail (if available), addresses, phone numbers, and areas of interest
 - ▶ Volunteer training scheduled or completed, to include orientation and safety training
 - ▶ Status of all volunteer applications and documents
- Update volunteer opportunities to assist in recruiting new volunteers and informing existing volunteers about upcoming programs and events, including:
 - ▶ Types of opportunities or activities needed
 - ▶ Number of volunteers needed
 - ▶ Dates and locations

- Update local program contact list of key governmental staff, organizations, and community leaders, including:
 - ▶ Names
 - ▶ Phone numbers
 - ▶ E-mail addresses
 - ▶ Mailing addresses
17. Document receipt of District equipment (listed in Attachment 1) and any transfers of District equipment by signing equipment inventory forms provided.
 18. Attend WAV coordinator meetings or teleconferences, Partners meeting (as scheduled), and other required training.
 19. Develop a presentation highlighting county WAV activities, for use at the WAV Partners meeting or other county activities by January 4, 2010.
 20. Initiate monthly contact with intergovernmental coordinators to discuss WAV Program and county issues. In the monthly activity report, document contacts and topics discussed.

V. Time Frames and Deliverables

For the purposes of this contract, all due dates will be the last day of each month unless otherwise stated.

Description	Due Date
Submit updated work plan	October
Submit monthly invoices and reports	Monthly — first Wednesday of the following month
Update volunteer database files	Monthly — first Wednesday of the following month
Document receipt or transfer of District equipment	October (and as needed)
Attend WAV coordinator /Partners meetings or teleconferences	As scheduled
Submit draft WAV activities presentation	January 4, 2010
Submit WAV recruitment plan	January
Submit final summary report	September