

**SEMINOLE COUNTY GOVERNMENT
AGENDA MEMORANDUM**

SUBJECT: Second Renewal to the Agreement Between the St. Johns River Water Management District and Seminole County, For The Seminole County Watershed Action Volunteer Program Coordination

DEPARTMENT: Public Works **DIVISION:** Road Operations & Stormwater

AUTHORIZED BY: *W. Gary Johnson* **CONTACT:** *M. Flomerfelt* **EXT.** 5710
Gary Johnson, P.E., Director Mark Flomerfelt, Manager
Dept of Public Works Road Operations & Stormwater

Agenda Date 2/10/2004 **Regular** **Consent** **Work Session** **Briefing**
Public Hearing – 1:30 **Public Hearing – 7:00**

MOTION/RECOMMENDATION:

Approve and Authorize the Chairman to execute Second Renewal to the Agreement for the Seminole County Watershed Action Volunteer (WAV) Program Coordination.

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 Citizen's Water Monitoring Program, a Training Program for Volunteer Educators (promoting and conducting public education via schools, civic groups, church groups, etc.) and helping to coordinate many special events.

Currently the Watershed Action Volunteers (WAV) Program has 60 active volunteers. The Outreach Program has addressed over 5,940 adults and children about Watershed Education. The total volunteer outreach hours in WAV related activities exceeded 12,849 hours for the year.

This program is funded in the current budget.

Attachments

Reviewed by: *SA*
Co Atty: _____
DFS: _____
Other: _____
DCM: *AK*
CM: *TK*

File No. CPWS01

**SECOND RENEWAL TO THE AGREEMENT BETWEEN
THE ST. JOHNS RIVER WATER MANAGEMENT DISTRICT
AND SEMINOLE COUNTY, FOR
SEMINOLE COUNTY WATERSHED ACTION VOLUNTEER PROGRAM COORDINATION**

THIS RENEWAL AGREEMENT is entered into this _____ day of _____, 200⁴, by and between the GOVERNING BOARD of the ST. JOHNS RIVER WATER MANAGEMENT DISTRICT ("DISTRICT"), whose mailing address is 4049 Reid Street, Palatka, Florida 32177 and SEMINOLE COUNTY, ("COUNTY"), whose address is 520 West Lake Mary Blvd, Suite 200, Sanford, FL 32773.

WHEREAS, DISTRICT and COUNTY entered into an Agreement on May 24, 2002, for the coordination of volunteers to conduct water quality monitoring, watershed reconnaissance, aquatic vegetation assessment and planning, and other projects identified by the counties and District that are integral to water resource management; and renewed the Agreement on May 28, 2003.

WHEREAS, DISTRICT and COUNTY desire to renew the original AGREEMENT.

NOW, THEREFORE, for and in consideration of the premises which are made a part of this RENEWAL AGREEMENT, and the mutual covenants contained herein, DISTRICT and COUNTY renew the original AGREEMENT, Contract #SF521XA, for an additional twelve (12) month period beginning October 1, 2003, and ending September 30, 2004, for the amount of \$25,000 revenue to the DISTRICT during this period in accordance with Exhibit A2, Revised Scope of Work.

DISTRICT and COUNTY agree that all other terms and conditions of the original Agreement are hereby ratified and continue in full force and effect.

IN WITNESS WHEREOF, the parties hereto have duly executed this Renewal on the date set forth above.

ST. JOHNS RIVER WATER MANAGEMENT
DISTRICT

SEMINOLE COUNTY

By: _____
Kirby B. Green III, Executive Director

By: Sec _____

Typed Name and Title

APPROVED BY THE OFFICE OF GENERAL
COUNSEL

Attest: _____
(9)

Stanley J. Niego, Assistant General Counsel

Typed Name and Title

Accepted By:

ATTEST:

BOARD OF COUNTY COMMISSIONERS
SEMINOLE COUNTY, FLORIDA

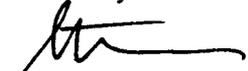
MARYANNE MORSE
Clerk to the Board of County
Commissioners of Seminole County, Florida

By: _____
Daryl McLain, Chairman
Board of County Commissioners

Date: _____

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

As authorized for execution by the Board of
County Commissioners at their
_____, 2004 regular meeting



County Attorney

Date

EXHIBIT A
SEMINOLE COUNTY WATERSHED ACTION VOLUNTEER PROGRAM COORDINATION
SCOPE OF WORK

The Seminole County Watershed Action Volunteer (WAV) program will be implemented in conjunction with staff from the County Department of Public Works Stormwater Division. The Seminole County WAV Coordinator will work with the St. Johns River Water Management District (the District) WAV Coordinator, other District staff and contractors, and county staff to implement the WAV program in Seminole County.

The Seminole County WAV Coordinator will implement the WAV program in Seminole County from October 2003 through September 2004 and will provide the District and the county with monthly progress reports and a final summary report at the end of the contract period that includes plans for continuing the program. The budget and specific deliverables for each month covered by this agreement between the District and Seminole County are presented in the last section of this document.

The coordinator will perform the following:

1. Assist local government and District staff with development and implementation of projects involving volunteers to increase awareness of water quality and general environmental issues that are related to protection of water resources in Seminole County.
2. Coordinate WAV office activities in Seminole County and maintain an office presence for the program through personal participation or supervised volunteers.
3. Conduct occasional countywide meetings with volunteers and maintain regular contact and communication with all volunteers.
4. Recruit volunteers and conduct WAV orientation program meetings for all volunteers participating in the WAV program.
5. Record names and maintain a database, including hours of volunteer service, for individuals and groups participating in WAV activities.
6. Develop and initiate at least one new "hands-on" project that supports the goals and objectives of the county, the water management districts, and the WAV program.
7. Develop and/or initiate at least three education projects or activities with assistance from the regional education coordinator.
8. Become trained in water quality monitoring techniques and assist with implementation of a monitoring program within Seminole County, as needed.
9. Coordinate training sessions (education, monitoring, etc.) for volunteers and, when needed, conduct the training sessions.
10. Coordinate volunteer involvement in presentations, programs, and special events, as appropriate. Special events will need to be approved by the District.
11. Help identify and/or establish partnerships with the business community, local governments, environmental agencies, civic and environmental organizations, etc.

12. Develop and submit a local program partner contact list with names, phone numbers, e-mail addresses, and mailing addresses of key local government staff and community leaders.
13. Implement the existing strategic plan.
14. Update and revise the strategic plan for the WAV program in Seminole County.
15. Submit information for articles and program updates to be included in the District's StreamLines newsletter and other approved publications. Provide information for press releases a minimum of two weeks in advance.
16. Submit written monthly status reports, which include an activity report and hours worked by each individual by category, by the third working day of the following month.
17. Maintain an individual e-mail account and provide all reports and invoices via e-mail using Microsoft Word and Excel software (Windows 98 or later version).
18. Attend WAV quarterly meetings and other required training. Provide oral reports at quarterly meetings.
19. Submit a summary report at the end of the fiscal year (September 30, 2004) that includes a final program assessment for all phases of the WAV program and an outline of future activities and opportunities.
20. Submit annual timesheets for each volunteer for hours worked, by category.
21. Provide water conservation information at special events and through presentations throughout Seminole County.
22. Assist with the development and implementation of a Stormwater Ponds program for the Lake Jesup and Econlockhatchee River watersheds and others identified by Seminole County and the District.

Time Frames for Performance 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 an activities summary report, with invoice	Monthly — 3 rd day following month
Submit a volunteer hours report for all WAVs in Seminole County	Monthly — 3 rd day following month
Attend civic and other public meetings	Upon request
Submit a program partner contact list	November
Submit a list and description of new project opportunities	December
Identify opportunities for Ponds Program implementation	November, April
Implement an NPDES stormwater education/participation program	December, May, September
Coordinate a storm drain marking project in Jacksonville with volunteers	December, June
Submit an updated strategic plan (draft)	March
Implement a Stormwater Ponds program for the Lake Jesup, Econlockhatchee River and other targeted watersheds	March, September
Participate in special events and provide exhibits	April, September
Conduct a minimum of three recruitment and networking meetings	July, September

Description	Due Date
or events	
Submit a final strategic plan for FY 2004 and beyond	June
Assist the District WAV Coordinator with the initiation of one project involving direct volunteer participation	August
Develop and/or initiate a minimum of three education projects or activities	August
Develop and implement at least one new "hands-on" project	September
Provide a minimum of three volunteer orientation/training sessions	September
Organize at least one water quality monitoring training and quality assurance session	September
Attend WAV quarterly meetings (as scheduled)	October, January, April, July
Submit an annual (end of fiscal year) report	September

Budget

An amount not to exceed \$35,000 is available for services rendered from October 1, 2003, through September 30, 2004, under this scope of work. Compensation for services rendered will be paid in accordance with a separate District agreement with a third-party contractor for these services, based on lump sum costs. Seminole County Stormwater Division will provide in-kind services such as office space, furnishings, supplies, staff support, etc., and the county will provide an amount not to exceed \$25,000 cash match to support the program. The District will provide an amount not to exceed \$10,000 and informational materials, programs, test kits, etc., as well as overall program supervision and staff support. The District will invoice the county for the full amount (\$25,000) upon execution of the agreement.

Specific Deliverables: October 2003–September 2004 (due the last day of the month unless otherwise stated)

October 2003

1. Activities summary report
2. Monthly volunteer hours report — estimated total program hours by category
3. Highlights of work plan — emphasis on first and second quarter

November 2003

1. Activities summary report
2. Monthly volunteer hours report — estimated total program hours by category
3. Updated program partner contact list (names, phone numbers, etc.)

December 2003

1. Activities summary report
2. Monthly volunteer hours report
3. List and description of new project opportunities for remainder of year (include in the activities report text box)

January 2004

1. Activities summary report

2. Monthly volunteer hours report

February 2004

1. Activities summary report
2. Monthly volunteer hours report

March 2004

1. Activities summary report
2. Monthly volunteer hours report
3. Revised strategic plan (update)

April 2004

1. Activities summary report
2. Monthly volunteer hours report
3. Special events report, including projections for the remainder of the year (include in the activities report text box)

May 2004

1. Activities summary report
2. Monthly volunteer hours report

June 2004

1. Activities summary report
2. Monthly volunteer hours report
3. Strategic Plan — FY 2005

July 2004

1. Activities summary report
2. Monthly volunteer hours report

August 2004

1. Activities summary report
2. Monthly volunteer hours report
3. Updated WAV database (volunteer roster)
4. Assessment of current projects — successes, failures, improvement needed

September 2004

1. Activities summary report
2. Monthly volunteer hours report
3. Individual WAV timesheets (all volunteers) for FY 2004
4. Annual report — including final program assessment for all phases of the WAV program, and an outline of future activities and opportunities