

**SEMINOLE COUNTY GOVERNMENT
AGENDA MEMORANDUM**

SUBJECT: 1st Renewal of a Revenue Agreement Between St. Johns River Water Management District and Seminole County Board of County Commissioners For The Seminole County Watershed Action Volunteer Program Coordination

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

AUTHORIZED BY: *W. Gary Johnson* **CONTACT:** *Mark E. Flomerfelt* **EXT.** 5710
WGW W. Gary Johnson, P.E., Director Mark E. Flomerfelt, P.E., Manager
Public Works Department Rd Ops & Stormwater Division

Agenda Date 3/25/2003 Regular Consent Work Session Briefing
Public Hearing – 1:30 Public Hearing – 7:00

MOTION/RECOMMENDATION:

Approve and authorize Chairman to execute the 2002/2003 Revenue 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 special events.

Currently the WAV Program has 235 active volunteers. The Outreach Program has presented watershed education programs to over 5,764 adults and children. The total volunteer and outreach hours in WAV related activities exceeded 16,268 hours for the year 2002.

This program is authorized in the County's current adopted budget. The attached agreement continues the funding partnership, including renewal of the SJRWMD \$10,000 annual cost-share for Fiscal Year 2002/2003 retroactive to October 1, 2002.

Attachment: Agreement

Reviewed by: _____
Co Atty: *SC*
DFS: _____
Other: _____
DCM: *WGW*
CM: *MEF*
File No. CPWS01

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

THIS RENEWAL AGREEMENT is entered into this _____ day of _____, 2002, by and between the GOVERNING BOARD of the ST. JOHNS RIVER WATER MANAGEMENT DISTRICT ("DISTRICT"), whose mailing address is Post Office Box 1429, Palatka, Florida 32178-1429 and SEMINOLE COUNTY, ("COUNTY"), whose address is 520 West Lake Mary Blvd, Ste 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.

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, 2002, and ending September 30, 2003, for the amount of \$25,000 revenue to the DISTRICT during this period in accordance with Exhibit A1, 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

By: _____
Kirby B. Green III, Executive Director

APPROVED BY THE OFFICE OF GENERAL
COUNSEL

John W. Williams, Deputy General Counsel

SEMINOLE COUNTY

By: _____

Typed Name and Title

Attest: _____

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
_____, 2003 regular meeting

County Attorney

Date

EXHIBIT A
SEMINOLE COUNTY WATERSHED 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 District's WAV Coordinator, WAV Monitoring Program Coordinator, Regional Education Coordinator, District program and project managers, 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 2002 through September 2003 and will provide the District with monthly progress reports, quarterly 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 (DISTRICT) and Seminole County (COUNTY) are presented in the last section of this document.

The coordinator will perform work related to development and implementation of the following tasks.

1. Assist District staff with development and implementation of projects involving volunteers.
2. Coordinate WAV office activities in Seminole County – establish an office identity (phone, address, etc.) for the program and maintain it through personal participation and/or supervised volunteers.
3. Conduct occasional countywide meetings with volunteers, and maintain regular contact/communication with all WAVs.
4. Recruit volunteers and develop new watershed projects and activities.
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. Identify opportunities for volunteer participation in watershed activities.
8. Serve as a backup for monitoring program coordinator within Seminole County.
9. Coordinate training sessions (education, monitoring, etc.) for volunteers and when needed conduct training sessions.
10. Conduct WAV orientation program meetings for all volunteers participating in the WAV program.

Coordinate volunteer involvement in presentations, programs and special events as appropriate.
12. Help identify and/or establish partnerships with the business community, local governments, environmental agencies, civic and environmental organizations, etc.
13. Develop and submit local program partner contact list – key local government staff and community leader names, phone numbers, e-mail addresses and mailing addresses.

14. Implement existing strategic plan.
15. Update and revise strategic plan for continuing the WAV program in Seminole County.
16. Submit information quarterly for articles and program updates to be included in the District's Streamlines newsletter, SFWMD newsletters and other approved publications. Provide information for press releases a minimum of two weeks in advance.
17. Submit written monthly status reports, which include a summary of volunteer hours, by the third working day of the following month.
18. Provide oral and written quarterly reports, including individual volunteer hours by category, at WAV quarterly meetings/workshops. Attend WAV quarterly meetings and other required training.
19. Submit summary report at the end of the fiscal year (September 30, 2003) that documents hours worked by individual and group volunteers (monthly and category basis), total volunteer hours by month and category, highlights of activities for the previous year and outlines future plans.
20. Assist with implementation of Stormwater/Ponds education program for 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
1.	Activities Summary Report	Monthly – 3 rd day following month
2.	Volunteer Hours Report - total WAV hours by category	Monthly – 3 rd day following month
3.	Attend civic and other public meetings	Upon request
4.	Program partners contact list	November
5.	Submit newsletter ideas	Quarterly
6.	List and description of new project opportunities	December
7.	Revised strategic plan (draft)	March
8.	Implement Stormwater/Ponds program for Lake Jesup and Econlockhatchee River watersheds	March, September
9.	Participate in special events/Provide exhibits	April, September
10.	Implement county water conservation volunteer plan	May
11.	Submit strategic plan for FY'04 and beyond	June
12.	Conduct a minimum of 3 recruitment and networking meetings or events	July, September
13.	Identify and report opportunities for new cooperative projects with other agencies and private sector	July
14.	Assist education coordinator with development and initiation of 3 education projects or activities	August
15.	Develop and implement at least one new "hands-on" project	September
16.	Provide minimum of 3 volunteer orientation/training sessions	September
17.	Assist monitoring program coordinator with at least one water quality monitoring training and quality assurance session	September
18.	Submit Quarterly Status Reports (with volunteer hours by category)	December, March, June, September
19.	Attend WAV Quarterly meetings	October, January, April, July

Budget

An amount not to exceed \$35,000 is available for services rendered from October 1, 2002 through September 30, 2003 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. DISTRICT will invoice the COUNTY for the full amount (\$25,000) upon execution of the agreement.

Specific Deliverables: October 2002- September 2003

(Due the last day of the month)

October 2002

1. Overview of WAV strategic plan through September 30, 2003
2. Activities Summary Report
3. Monthly Volunteer Hours Report – estimated total program hours by category

November 2002

1. Activities Summary Report
2. Monthly Volunteer Hours Report – estimated total program hours by category
3. Program partner contact list (names, phone, etc.)

December 2002

1. Activities Summary Report
2. Monthly Volunteer Hours Report
3. Newsletter ideas (program highlights)
4. List and description of new project opportunities for remainder of year
5. Quarterly Report – program status and projections
6. Quarterly Volunteer Hours Report – individual hours by category

January 2003

1. Activities Summary Report
2. Monthly Volunteer Hours Report

February 2003

1. Activities Summary Report
2. Monthly Volunteer Hours Report

March 2003

1. Activities Summary Report

2. Monthly Volunteer Hours Report
3. Newsletter ideas (program highlights)
4. Revised strategic plan (draft)
5. Quarterly Report – program status and projections
6. Quarterly Volunteer Hours Report – individual hours by category

April 2003

1. Activities Summary Report
2. Monthly Volunteer Hours Report
3. Special events report including projections for remainder year

May 2003

1. Activities Summary Report
2. Monthly Volunteer Hours Report

June 2003

1. Activities Summary Report
2. Monthly Volunteer Hours Report
3. Newsletter ideas
4. Submit strategic plan for FY '04
5. Quarterly Report
6. Quarterly Volunteer Hours Report

July 2003

1. Activities Summary Report
2. Monthly Volunteer Hours Report

August 2003

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 2003

1. Activities Summary Report
2. Monthly Volunteer Hours Report
3. Newsletter ideas
4. Quarterly Report
5. Quarterly Volunteer Hours Report
6. Annual Report – including final program assessment for all phases of WAV program, an outline of future activities and opportunities, and the Annual Volunteer Hours Report (individual and total program hours by month and category)