

RESOLUTION NO. 98-42

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, AMENDING THE GENERAL FUND TO ACCEPT UNANTICIPATED REVENUE IN THE AMOUNT OF \$15,000 IN FISCAL YEAR 1998 FOR THE ADMINISTRATION OF THE WATERSHED ACTION VOLUNTEER PROGRAM BY THE PUBLIC AFFAIRS OFFICE OF ST. JOHNS COUNTY

WHEREAS, St. Johns County, Florida when preparing the budget for Fiscal Year 1998 did not anticipate receiving funds for the Watershed Action Volunteer Program; and

WHEREAS, The St. Johns River Water Management District is committed to assisting citizens living within the District in addressing water-related issues; and

WHEREAS, the District established the Watershed Action Volunteer (WAV) program in St. Johns County in 1995 for this purpose; and

WHEREAS, WAV volunteers have assisted the District and the County in various projects since 1995 which have saved taxpayers thousands of dollars; and

WHEREAS, the WAV program has educated the public about the watersheds they live in; and

WHEREAS, the WAV program in St. Johns County is administered by a county coordinator and an assistant county coordinator; and

WHEREAS, the Water Management District desires to provide the County with a sum of \$15,000 for FY 1998 for the purpose of paying salaries to the coordinator and assistant coordinator of the County WAV program; and

WHEREAS, the Water Management District wishes this coordination to be directed by the Public Affairs Office of St. Johns County and by the individuals named in the attached memorandum; and

WHEREAS, the St. Johns Water Management District has prepared Contract No. 98G158 which will be signed and executed after the approval of this Resolution;

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of St. Johns County, Florida, that the general fund be adjusted to account for this unanticipated revenue and expenditure in the amount of \$15,000 for FY 1998 for the purpose of coordinating the St. Johns County Watershed Action Volunteer program in FY1998.

PASSED AND ADOPTED by the Board of County Commissioners of St. Johns County, Florida, this 10th day of February, 1998.

BOARD OF COUNTY COMMISSIONERS
OF ST. JOHNS COUNTY, FLORIDA

By: *Moses A. Floyd*
Moses A. Floyd, Chairman

ATTEST: Cheryl Strickland, Clerk

By: *Yvonne Carter*
Deputy Clerk

MEMORANDUM

Date: October 9, 1997

To: Pat Sherbak, Director
Office of Procurement

Through: Charles A. Padera, Director
Department of Water Resources

Maurice Sterling, Director
Division of Project Management

From: Bill Watkins, Interagency Program Manager *BW*
Division of Project Management

Re: Consideration - Approval of Cooperative Agreement with St. Johns County, Contract # , "St. Johns County Watershed Action Volunteer Program Coordination," in the amount not to exceed \$15,000. Funds are available in the amount of \$7,500 in Account #01-42-00-5161-3103-18501 (Watershed Action Volunteer Program/LSJRB) and \$7,500 in Account #01-42-00-5161-3103-18502 (Watershed Action Volunteer Program/NCB) to support the project.

BACKGROUND

During the past two years, a successful local WAV program has evolved in St. Johns County. The program has been coordinated by Ms. Sherryl Schmick with a strong assist from the County, specifically through the efforts of Mr. Chris Benjamin. The time necessary to fully implement the program in St. Johns County exceeds that available to Ms. Schmick.

It is recommended that the District continue to support the WAV program in St. Johns County through a renewable contract directly with the county, with supervision of the local program officially assigned to Mr. Benjamin. It is also recommended that the level of support for the program be increased from the current \$10,000 to \$15,000.

DISCUSSION

The St. Johns County WAV program has been successful in attracting more than 70 active volunteers since 1995. This accomplishment was achieved through direct coordination and cooperation between Sherryl Schmick and Chris Benjamin. Mr. Benjamin now serves St. Johns County in the capacity of Director of Public Affairs. Without his cooperation and participation, the program would not be as successful as it is today. Chris has been the lead person in recruiting five of the seven St. Johns County Board of Commissioners and numerous other individuals to join the WAV program. It would further strengthen the WAV program in St. Johns County for the program to be administered by the county under the direction of Mr. Benjamin.

With Mr. Benjamin's direction and Ms. Schmick's coordination, members of the WAV program in St. Johns County have taken lead roles in the St. Johns River Celebration, which had over 500 participants from the county this past year, and other special events. Also, many St. Johns County WAVs are active in the water monitoring program in the coastal watersheds (e.g.

Guana River basin) and the St. Johns River and its tributaries. Many are also involved in other projects such as the assessment of submerged aquatic vegetation in the St. Johns which started in September.

A sound foundation has been built for the WAV program in St. Johns County. To continue the program's progress in St. Johns County, a new contract with St. Johns County is requested for the next year. It is expected that funds will be used to augment Mr. Benjamin's salary to compensate him for increased involvement and responsibilities associated with supervision of the program. A portion of the funds may also be used to support miscellaneous expenses and subcontracts for some tasks needed for the program under his supervision. The contract will be administered by the County. The County has indicated its approval for Mr. Benjamin's anticipated involvement with the program.

St. Johns County will continue to provide in-kind services such as office space, phone, and support materials. The County is also providing matching funds for WAV program participation in the Northeast Florida Yards, Neighborhoods and Ponds grant and has other funds dedicated for water quality projects. It is anticipated that a portion of Mr. Benjamin's current salary will also be dedicated to the program as match.

A scope of work is attached.

RECOMMENDATION

Consideration - Approval of the Cooperative Agreement with St. Johns County, "St. Johns County Watershed Action Volunteer Coordination" in the amount not to exceed \$15,000 for twelve (12) months from November 1, 1997, to November 1, 1998. Funds are available in the amount of \$7,500 in Account No. 01-42-00-5161-3103-18501 (Consultant Services - Watershed Action Volunteer Program/LSJRB) and \$7,500 in Account No. 01-42-00-5161-3103-18502 (Consultant Services - Watershed Action Volunteer Program/NCB).

EXHIBIT A

ST. JOHNS COUNTY WATERSHED ACTION VOLUNTEER PROGRAM COORDINATION

SCOPE OF WORK

St. Johns County will coordinate the local Watershed Action Volunteer program through its Office of Public Affairs. The Public Affairs Director and other staff will work with the regional/district program coordinator, monitoring program coordinator, education coordinator, and District program and project managers to implement the WAV program through volunteer assistance for District projects in St. Johns County watersheds. The following tasks will be performed.

1. Assist District Interagency Program Managers and project managers with development and implementation of projects involving volunteers.
2. Coordinate WAV office activities in St. Johns County and maintain an office presence for the program through personal participation and/or supervised volunteers.
3. Conduct occasional county-wide meetings with volunteers, and maintain regular contact/communication with all volunteers.
4. Recruit volunteers and develop new watershed projects and activities.
5. Record names and maintain a database of individuals participating in WAV activities.
6. Conduct periodical volunteer group meetings based on watershed affiliation when feasible.
7. Develop and initiate at least one "hands-on" project that supports the goals and objectives of the District, the WAV program and the County.
8. Become familiar with water quality monitoring procedures and assist the monitoring program coordinator with distribution of supplies and information to water monitors.
9. Become familiar with the submerged aquatic vegetation (SAV) project and coordinate distribution and use of sampling equipment with sampling teams for LSJRB sites in St. Johns County.
10. Help coordinate training sessions for volunteers.
11. Conduct WAV orientation program meetings for all volunteers participating in the WAV program.
12. Maintain a hard copy and computer database for all activities and water quality data collected through the St. Johns County WAV program.

13. Help identify and/or establish partnerships with the business community, local governments, environmental agencies, civic and environmental organizations, etc.
14. Develop and coordinate special events, including the St. Johns River Celebration.
15. Assist WAV coordinators and District staff in developing a strategic plan for continuing the WAV program in St. Johns County.
16. Provide oral and written reports at WAV quarterly meetings/workshops.

An amount not to exceed \$15,000 is available for services rendered under this contract. A final summary report that documents activities for the year and describes future plans will be submitted by November 1, 1998. The contract is for one year, from November 1, 1997, to November 1, 1998. The county will provide in-kind services valued at a minimum of \$5,000 for office space, supplies, travel, staff support, etc. as part of the cost-share agreement.

Reimbursement will be based on invoices submitted by St. Johns County on a quarterly basis for miscellaneous expenses and work performed under this contract at an average rate of \$15 per hour for coordination of the WAV program. Based on projections, this contract will support approximately 20 hours of coordination activities per week. Miscellaneous expenses include material costs for displays, reproduction costs, attending or conducting pre-approved workshops and conferences, and other expenses related to performance under this contract. Deliverables are listed below.

Deliverables:

- A written quarterly status report and a final annual report summarizing all activities related to water quality monitoring; the education program activities in St. Johns County; and other hands-on activities initiated during the year.
- A summary of data on hard copy and on a disk formatted so that it is compatible with District software.
- An outline of plans to continue the program, including potential outside funding sources.

Final reimbursement for the year will be made based on successful completion of work evaluated on a quarterly basis and upon submission and approval of the final report(s) at the end of the contract period.