

III. ROLES AND RESPONSIBILITIES

A list of general roles and responsibilities follows:

Fluvanna County Staff Responsibilities:

1. Provide an itemized invoice to RRBC for reimbursement of \$147,000 of the total cost of expenses associated with design and construction of stormwater management features and infrastructure at the Fluvanna County high school ("the site") at Pleasant Grove.
2. Provide documentation of overall project costs for stormwater BMPs (stormwater management features and infrastructure) and in-kind effort (staff time, use of facilities) suitable for use by RRBC in documenting non-Federal match for the NFWF grant.
3. Provide technical specifications of BMPs, as installed, and photo-documentation of installation and operation of the BMPs under wet-weather conditions.
4. Provide project status information to RRBC for use in interim and annual reports due from the RRBC to NFWF on October 31st of 2009; January 1st and October 31st of 2010; and January 1st and October 31st of 2011.
5. Certify to RRBC that the BMP was installed and is operational according to design specifications.
6. Coordinate press coverage regarding the stormwater features at the site with RRBC.
7. Acknowledgement in print, signage, and web materials and press, dedication events, and reports the RRBC partnership and the Federal grant monies from NFWF and its sponsors (Environmental Protection Agency and Chesapeake Bay Program).
8. Identify suitable location(s) for and permit the installation of educational signage at the site.
9. Provide to RRBC notice of and digital and paper copies, web-links, and email announcements of all press coverage of the project that relate to the stormwater management at the site.
10. Collaborate with the School Superintendent, or his designee, to permit access to the site for periodic water quality monitoring by RRBC for at least the duration of the project (through end of 2011).
11. Work with RRBC/Center for Watershed Protection staff to identify and prioritize opportunities for stormwater retrofit to support the study, "Opportunities for Stormwater Retrofit at Fluvanna County Public Facilities".
12. Work with RRBC and its TAC on identifying barriers to accelerating stormwater management practices on private County lands by co-hosting workshops, seminars, and roundtables for County staff and community stakeholders.
13. Work with RRBC and its TAC on identifying incentives for developers to utilize stormwater by co-hosting workshops, seminars, and roundtables for County staff and community stakeholders.
14. Identify opportunities for and implement additional nutrient management at the site as practicable.

Rivanna River Basin Commission:

1. Provide project management and overall coordination with County staff of NFWF grant project activities.
2. Upon receipt of the itemized invoice by RRBC, and upon receipt by RRBC of associated funding from NFWF, provide reimbursement to Fluvanna County for \$147,000 in costs associated with design and construction of stormwater management features and infrastructure at the Fluvanna County high school ("the site") at Pleasant Grove.
3. Obtain permission of the Fluvanna County construction manager for all access by RRBC and its guests, contractors, and partners to the site for monitoring, project documentation, and any official tours, and comply with all safety requirements as specified by the Fluvanna County construction manager or his designated agent.
4. Coordinate additional monitoring of proprietary stormwater BMPs at the site upon approval by Fluvanna County and at no cost to the County.
5. Monitor the effectiveness of stormwater management on mitigating water quality at the site through biomonitoring of the receiving streams through December 2011, and provide monitoring data to Fluvanna County as requested.
6. Provide durable educational signage regarding the NFWF/Stormwater project at the site in accordance with NFWF grant requirements and with input from Fluvanna County.
7. Provide report to County on "Opportunities for Stormwater Retrofit at Fluvanna County Public Facilities" (work to be performed by the Center for Watershed Protection).
8. Provide support to County staff in identifying barriers and opportunities for incentives that will accelerate the implementation of stormwater BMPs on private County lands by co-hosting with RRBC workshops, seminars, and roundtables for County staff and community stakeholders.
9. Provide digital logos and other materials for County use in acknowledging funding sources for this grant project.

IV. BILLING PROCESS

1. Purchasing will be authorized by the County and must follow proper procurement procedures.
2. The invoice seeking reimbursement will be sent directly to the Rivanna River Basin Commission at 706 G Forest Street, Charlottesville, VA 22903.
3. The County will submit to the RRBC a copy of the vendor supplied invoice which must include detail of work done and that it was done specifically for the design and installation of stormwater BMPs and infrastructure.
4. It is understood by both parties that, upon receipt of the invoice from Fluvanna County, RRBC will promptly submit a request to NFWF, and that, upon receipt of funding from NFWF for the cost-share of BMP in Fluvanna County, RRBC will promptly transfer funds to the County via check or ACH transfer.

Endorsements:

For Fluvanna County:

G. Cabell Lawton, IV, County Administrator

(Date)

For Rivanna River Basin Commission:

Leslie B. Middleton, Executive Director

(Date)

Attachment 1:

Letter dated January 15, 2009 entitled, "Progress Report and Recommendations from the Rivanna River Basin Commission," sent to Fluvanna County.

Attachment 2:

Menu of Stormwater Best Management Practices (BMPs) for the Rivanna River Watershed Rivanna River Basin Commission Technical Advisory Committee

