

1. SUPPORT FOR FOUR WORKSHOPS TO TRAIN DESIGN PROFESSIONALS

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3. Abstract:

It is proposed that the Water Resources Research Institute of The University of North Carolina (WRRRI) support the work of the Sedimentation Control Commission and the Division of Land Resources - Land Quality Section Staff within the Department of Environment and Natural Resources (DENR) by providing assistance in the continuation of workshops for design professionals. Four workshops will take place annually. Two will occur in the fall and two in the spring each year. Each workshop will cover a two-day period and take place in at least two different locations in North Carolina.

4. Introduction:

North Carolina is a rapidly growing state where increased urban and road construction is expected to continue. This activity and the associated sediment and erosion problems are an important water quality issue. To minimize further impacts on water quality caused by accelerated erosion and sedimentation requires a strong, dedicated and well-trained cadre of individuals who can design and implement effective control practices.

From the beginning of North Carolina's Sedimentation Control Program, educational efforts have been a key feature in the design and implementation of erosion and sedimentation control measures. Education is considered vital to the long-term effectiveness of the program since individuals engaged in all aspects of sediment control are not static but dynamic and new participants must be reached on a continuing basis.

Previous educational efforts of the Sedimentation Control Commission have generally focused on:

1. explanation of the law and program;
2. orientation for local, state, and federal officials;
3. continuation of education for persons engaged in land-disturbing activities to include:
  - a. management of storm water
  - b. preparation of erosion and sediment control plans
  - c. techniques of design and construction of erosion and sediment control devices
4. development of workshops and training programs and educational materials
5. support for erosion and sediment control design and field manuals
6. support a student intern to be trained in erosion and sediment control educational activities

5. Background

For many years, WRRRI has been supportive of strong sediment control efforts in North Carolina. Some of these efforts include:

1. Supported the state's first workshop on sediment control prior to the enactment of the Sedimentation Pollution Control Act
2. Developed a workshop in urban storm water management and stream improvements

3. Produced for several years the publication titled "Urban Stormwater Manager" with a specific portion devoted to sediment control
4. Supported research projects related to sediment control including an assessment of the North Carolina Sedimentation Control Program
5. Contributed time and effort to the educational and technical committee deliberations of the Sedimentation Control Commission
6. Assisted the Land Quality Staff in conducting a series of three one-week training sessions for inspectors, technicians, engineers, architects, and surveyors
7. Supported the Land Quality Staff in conducting workshops to introduce the new Erosion and Sediment Control Design and Field Manual
8. Assisted the Land Quality Staff in establishing a student intern program.
9. Developed a sediment newsletter for the Sedimentation Control Commission
10. Worked with Land Quality staff to conduct Erosion and Sediment Planning & Design workshops for many years.

6. Narrative:

It is proposed that the Water Resources Research Institute of The University of North Carolina (WRRRI) support the work of the Sedimentation Control Commission and the Division of Land Resources - Land Quality Section Staff within the Department of Environment and Natural Resources (DENR) by providing assistance in the continuation of workshops for design professionals. Four workshops will take place annually. Two will occur in the fall and two in the spring each year. Each workshop will cover a two-day period and take place in at least two different locations in North Carolina. These workshops will consist of presentations by the various professionals on topics of interest and in-depth discussion of each subject area. A great deal of interaction will continue to be incorporated into the agenda to allow for better exchange of ideas and perspectives concerning design aspects of sediment and erosion control. These workshops should continue to provide an excellent opportunity for the Land Quality Section Staff to interact with design professionals and receive feedback on issues that are of concern to all. This proposal is based on accommodations for up to 120 paying workshop participants, up to 10 DENR staff members including the regional offices (non-paying) as selected by DENR's educational coordinator. Any DENR participants exceeding the 10 will be expected to pay the registration fee unless they are a speaker at the workshop. Up to 15 speakers will be non-paying participants and up to 4 Sedimentation Control Commission members including Sedimentation Education committee and Technical Advisory committee members will be registered as guests (non-paying) if attending the workshop. The registration fees for the spring workshops are increased by \$25 as an option for field tour transportation. If field tours are not included on the agenda, then the spring registration will be at the same cost as the fall workshops, \$175 per participant.

Specifically, the responsibilities of the Institute under this project will include the following:

1. Assist with the planning and development (with the Land Quality Staff) of the program agenda to respond to the needs of design professionals
  - a) WRRRI will supply LQS with a checklist and time schedule of various types of information needed for workshop event planning.
  - b) WRRRI will communicate with LQS on a regular basis to discuss and clarify event planning and logistical issues of upcoming workshops.

2. Handle workshop details including:
  - a) contact speakers outside of DENR, (i.e. professors, consultants). DENR will contact local program speakers and DENR speakers;
  - b) select and contract meeting locations and dates;
  - c) prepare and print program information;
  - d) mail/email information;
  - e) provide registration process for participants and exhibitors; (pre-registration process and on-site registration)
  - f) manage exhibitor contracts;
  - g) prepare participant materials and handouts;
  - h) acknowledge receipt of registrations;
  - i) maintain database of registrants per workshop;
  - j) coordinate meeting logistics on-site
  - k) handle all accounting aspects of the workshops including, associated cost of speakers, facilities, meals & breaks, audio-visual equipment, and other expenses; and
  - l) prepare participant certificates,
  - m) for the workshops involving field tours, LQS will organize the field tours and WRRRI will take care of transportation needs and other logistics.

7. Deliverables, Methods, and Procedures:  
 WRRRI will provide DENR with final list of participants from each workshop and a summary of the evaluations for each workshop. WRRRI will post presentations on the WRRRI website after the workshop. The presentations will be available until the next set of workshop postings.

8. Project Milestones:

<b>Planning Description</b>	<b>Time up to Event</b>
1. WRRRI suggest dates for Fall Workshops to LQS and look at hotel availability for suggested dates	6 months
2. WRRRI staff assists LQS staff with the following: <ul style="list-style-type: none"> <li>• Discuss workshop content look over evaluation forms from previous fall workshops</li> <li>• Create tentative workshop agenda</li> <li>• Come up with pool of speakers to draw from and contact</li> </ul>	4-5 months
3. WRRRI and LQS contact speakers	4 months
4. LQS and WRRRI communicate: <ul style="list-style-type: none"> <li>• Workshop and speaker selection</li> </ul>	14 weeks
5. Final Agenda ready for brochure and speakers confirmed	12 weeks
6. LQS and WRRRI communicate to discuss details and updates	10 weeks
7. WRRRI puts together workshop information	9 weeks
8. WRRRI mails/emails workshop information	8 weeks from 1 <sup>st</sup> event
9. LQS and WRRRI meet to discuss details and updates	4 weeks
10. Registration deadline dates	2 weeks
11. Exhibitor cut-off	2 weeks

12.	DENR staff list (up to 10) and guest list due	2 weeks
13.	Hand-out material due to WRRRI	2 weeks
14.	LQS and WRRRI discuss details and updates; Look over evaluation forms;	After workshop

9. Duration of Project: July 1, 2008 – May 31, 2009

10. Detailed Project Budget:

**Version 2, Black & white copies**

	<b>2 Fall Workshops</b>	<b>2 Spring Workshops</b>	<b>Total Request</b>	<b>DENR Portion</b>
Salaries and Wages	12,574	12,574	25,148	4,689
Benefits	2,514	2,515	5,029	938
Workshop Facilities	24,000	24,000	48,000	8,949
Travel	7,600	7,600	15,200	2,834
Supplies	5,000	5,000	10,000	1,864
Communications	1,374	1,374	2,748	512
Bus Transportation		4,500	4,500	839
<b>Total Direct Cost</b>	<b>\$53,062</b>	<b>\$57,563</b>	<b>\$110,625</b>	<b>20,625</b>
Registration Receipts (120 X \$175 for fall workshops, 120 X \$200 for spring workshops to cover field tours)	42,000	48,000	90,000	
<b>TOTAL COST</b>	<b>11,062</b>	<b>9,563</b>	<b>20,625</b>	<b>20,625</b>
Indirect Cost (15% TDC)			3,094	3,094
<b>TOTAL REQUEST</b>			<b>\$23,719</b>	<b>\$23,719</b>

Notes: Salary increase 5%, increase in bus transportation(gas increase)

B&W copies = .05\*100pages\*150participants\*2workshops

**Version 1, Color copies included w/supplies**

	<b>2 Fall Workshops</b>	<b>2 Spring Workshops</b>	<b>Total Request</b>	<b>DENR Portion</b>
Salaries and Wages	12,574	12,574	25,148	5,573
Benefits	2,514	2,515	5,029	1,115
Workshop Facilities	24,000	24,000	48,000	10,638
Travel	7,600	7,600	15,200	3,369
Supplies	7,500	7,500	15,000	3,324

Communications	1,374	1,374	2,748	609
Bus Transportation		4,500	4,500	997
<b>Total Direct Cost</b>	<b>\$55,562</b>	<b>\$60,063</b>	<b>\$115,625</b>	<b>25,625</b>
Registration Receipts (120 X \$175 for fall workshops, 120 X \$200 for spring workshops to cover field tours)	42,000	48,000	90,000	
<b>TOTAL COST</b>	<b>13,562</b>	<b>12,063</b>	<b>25,625</b>	<b>25,625</b>
Indirect Cost (15% TDC)			3,844	3,844
<b>TOTAL REQUEST</b>			<b>\$29,469</b>	<b>\$29,469</b>

Notes: Salary increase 5%, increase in bus transportation(gas increase)  
color copies = .25\*100pages\*150participants\*2workshops

**Budget Explanation:**

Salaries and wages are to support (1) Office Assistant maintaining registrations and data bases, (2) Kelly Porter for program development and production, and (3) Program Coordinator for logistics, communications, and registration processes. Benefits are budgeted at 25% for (2) and (3); 8.45% for (1) per University policy.

Workshop Facilities include meeting space fees, lunch for participants both days, beverage breaks during the workshops, and audio-visual equipment rental.

Supplies include copy paper including color copies, labels, folders, presentation handouts, etc. for the workshops.

Travel cost include speaker travel reimbursements and WRRRI staff travel to workshop locations.

Communications include cost of postage, telephone and fax calls.

11. Matching Funds: N/A

12. Indirect Costs: 15% Total Direct Cost,

13. Payment Schedule:

Invoices will be submitted quarterly with itemized detail of charges. Only expenses incurred during the inclusive dates of the contract will be invoiced.

14. Accounting:

NC State University follows the A-21 circular, "Cost Principles for Educational Institutions."

15. Project Outputs and/or Measurable Results: N/A
16. Ownership of Equipment Purchased under this contract: N/A
17. Credentials & Project Partners:  
Kelly Porter, PI, resume attached. Lynne Bridger, CRA is designated as the contract administrator.
18. Regulatory Constraints: N/A
19. Project Administrator:  
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# Kelly A. Porter

## Education

**M.S. Forestry**, August 1997, North Carolina State University, Raleigh, NC.

**B.S. Forestry**, May 1993, State University of New York College of Environmental Science and Forestry (SUNY-CESF), Syracuse, NY.

## Professional Experience

**Environmental Education and Communications Coordinator**, Water Resources Research Institute, Raleigh, NC (October 2003 – present)

**Internet and Communication Specialist**, Triangle Solutions Incorporated, Raleigh, NC (January 2001 – October 2003).

**Environmental Specialist**, NC Division of Soil and Water Conservation, Raleigh, NC (August 1999 – November 2000).

**Biological Science Laboratory Technician**, USDA Forest Service, RTP, NC (January 1998 – August 1999).

**Research Assistant/Graduate Student**, North Carolina State University, Raleigh, NC (August 1993 – August 1997).

**Research Intern** (term appointment), Union Camp Corporation, Franklin, VA (June – December 1996).

## Publications

**Editor**, *WRR I NEWS*, bimonthly newsletter of Water Resources Research Institute.

**Editor**, *SEDIMENTS*, quarterly newsletter of North Carolina Sedimentation Control Commission (January 2004 – June 2006).

## Professional Affiliations

**NCWRA**, North Carolina Water Resources Association

**NCAEP**, North Carolina Association of Environmental Professionals