

1. SUPPORT FOR ANNUAL WORKSHOP AND BANQUET FOR LOCAL PROGRAMS

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3. Abstract:

It is proposed that the Water Resources Research Institute of The University of North Carolina (WRRI) 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 an annual workshop for local programs and provide an awards banquet.

4. Introduction

North Carolina is a rapidly growing state where increased 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 Sediment 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. continuing education for persons engaged in land-disturbing activities to include:
 - a. storm water management
 - 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

5. Background

WRRI has for many years 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 Storm Water 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 Sedimentation Control 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 an annual workshop for local programs including an awards banquet. The workshop will cover a 1.5-day period, followed by an awards banquet at a location in North Carolina. This workshop will consist of:

- Presentations by the various local programs on topics of concern to all local governments
- Presentations by DENR staff and in-depth discussion of each subject area.
- Significant interaction of local programs to allow for better exchange of ideas and perspectives concerning various aspects of sediment and erosion control at the local level.
- Provide an excellent opportunity for the Land Quality Section Staff to interact with the local programs and receive feedback on issues that are of concern to all local programs.

WRRRI will plan accommodations for:

- 2 representatives from each Local Program (up to 53 programs);
- up to 8 speakers (non-Local program speakers & including keynote speaker);
- up to 8 Land Quality staff including the regional offices;
- up to 5 Sedimentation Control Commissioners including the Sedimentation Education committee and the Technical Advisory committee as requested by the Land Quality staff.
- up to 3 WRRRI staff

The total number of participants, staff, speakers and guests will not exceed 130. Participants and staff may need to share rooms if space is limited. **Friends, spouses, or family members of speakers, Local Program staff, DENR staff, and WRRRI staff are not permitted to stay at the facility, dine at the facility, or participate in the workshop, unless they are a speaker, a Local Program or DENR staff person. The workshop is for the purpose of training Local Program staff.**

In addition, WRRRI will assist in the planning of an awards banquet, during which awards will be given to two local programs for outstanding performance during the previous

year. The banquet will be located in the vicinity of the local programs workshop and take place during lunch on one day of the workshop. The awards banquet will accommodate all workshop participants and up to 8 award recipient guests, inclusive.

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

1. Assist with planning and development of (with the Land Quality Staff) the program agenda to respond to the needs of the local programs
 - a) WRRRI will supply LQS with a checklist and time schedule of various types of information 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 workshop.
2. Handle workshop details including:
 - a) contact speakers outside of DENR if needed (DENR will contact local program speakers and DENR staff members);
 - b) select and contract meeting location and date;
 - c) prepare program invitations;
 - d) mail/email invitations;
 - e) provide registration process for participants (pre-registration process and on-site);
 - f) acknowledge receipt of registrations;
 - g) handle all accounting aspects of the workshops including reimbursing local government program municipalities
 - h) prepare participant certificates.
3. Handle all logistics of the award banquet including menu selection, award presentation, and certificates and plaques for winners. The Land Quality staff will finalize the program agenda as well as the workshop agenda.

7. Deliverables, Methods, and Procedures:
WRRRI will provide DENR with final list of participants and municipalities, and an evaluation summary from the participants.

8. Project Milestones:

Local Programs Workshop Planning Description	Time up to Event
1. WRRRI suggest date for Local Programs workshop to LQS based on location availability	July
2. WRRRI staff assists LQS staff with following: <ul style="list-style-type: none"> • Discuss workshop content; look over evaluation forms from previous Local Programs workshop • Create tentative workshop agenda • Come up with pool of speakers to draw from and contact 	4-5 months
3. WRRRI and LQS contact speakers	4 months
4. LQS and WRRRI communicate to discuss logistics and speakers	14 weeks
5. Final agenda ready; speakers confirmed	12 weeks

6.	LQS and WRRRI send emails to local programs with registration information and details.	10-12 weeks
7.	WRRRI finalizes Banquet agenda and keynote speaker.	December/January
8.	WRRRI get certificates and plaques made for Awards Banquet	Early January
9.	LQS and WRRRI meet to discuss details and updates	4 weeks
10.	Registration and hotel cut-off deadline dates	Two weeks from event
11.	Hand-out materials due to WRRRI	Two weeks from event
12.	LQS and WRRRI meeting for details and updates; Look over evaluation forms. WRRRI post presentations to the web.	After workshop

9. Duration of Project: July 1, 2009 – April 30, 2010

10. Detailed Project Budget:

	Request for FY 07/08
Salaries and Wages	\$9,068
Benefits	1,972
Meeting Facilities	44,000
Banquet Program	800
Supplies	500
Travel	7,300
Communications	500
Total Direct Cost	64,141
Indirect Cost (15% TDC)	9,621
TOTAL COST	\$ 73,762

Budget Explanation:

Salaries and wages are to support (1) Kelly Porter for program assistance, photography and banquet production; and, (2) Program Coordinator for administrative duties associated with the workshop including registration, facility logistics, and communications with the municipalities, and (3) Workshop assistant for maintaining registration and data bases. Benefits are budgeted at 25% for (1) and (2), and 8.45% for (3) per University policy.

Meeting Facilities include cost for participants, staff and guests (up to 130) for 2 nights, inclusive of accommodations, 3 meals per day, beverage breaks during the workshop, meeting space, and audio-visual equipment.

Banquet program includes award plaques, certificates, and reimbursement cost for the keynote speaker.

Supplies include copy paper, labels, folders, presentation handouts, etc. for the workshop.

Travel cost are requested to reimburse mileage cost for the participating municipalities and the staff travel.

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:
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, North Carolina State University, Raleigh, NC.

B.S. Forestry, 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)
Facilitate and organize content development of educational programs for environmental professionals; organize content and schedule for annual statewide water resources research conference; water resources informational liaison to university researchers, state and local government, and environmental professionals; oversee web development and content management of institute web site.

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 (2004-2008).

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

Professional Affiliations

NCWRA, North Carolina Water Resources Association