List of Attachments

1) Rivanna Stormwater Education Partnership (RSEP) meeting minutes
2) TJSWCD Documents
   a) contract to provide services: July 1, 2014 – June 30, 2016
   b) summary report of activities for period July 2014 – June 2015
   c) summary of MWEE activities
3) Chesapeake Bay TMDL Action Plan (via link)
RRSEP Meeting Minutes
September 15, 2014
DRAFT

Attending: Greg Harper (Albemarle County), Dan Frisbee (Charlottesville), Jeff Sitler, Jess Wenger (UVA), Lindsay Check (Albemarle Public Schools), Martin Johnson (TJSWCD)

Location: TJSWCD office

1. Five-Year Outreach Plan Implementation
Dan reported that none of the Fall BMP ads were returned after being used on buses last fall. There was agreement that we did not want to burden Repp with the job of printing and trimming the lamination if a better solution could be found. Jeff offered to look into whether posters could be printed and laminated on campus at a reasonable cost. Dan volunteered to collect posters personally at the end of the posting period. Martin will place a Fall BMP ad in the C-ville Weekly.

We discussed the utility bill mailing outreach flyer. The project is expensive but effective. There was a suggestion that people might not even read the flyer if it looks exactly the same again. We agreed that the layout and appearance of the flyer should be changed for the next mailing. Martin will draft a new version.

2. MS-4 Permit Annual Reports
The partners discussed various issues involved in preparing annual reports.

3. Storm Drain Plaques
UVA had inquired if there were any plaques left that they could use in a storm drain project on campus. Martin offered those that remained in the TJSWCD office. There was some discussion if new ones should be ordered, and what kind would be best. For the time being we will not order new plaques.

Somebody suggested looking into storm drain paintings as a way to get the public interested in the issue. The RRSEP could get permission from the city and county for a certain number of paintings, and local artists or schools could be asked to submit designs. Dan suggested contacting the director of The Bridge non-profit “Progressive Arts Initiative” to see if they would be interested in working with us on a storm drain art initiative. Radio spots and ads in local newspapers could be timed to educate the public and build on the interest the paintings might inspire. Martin will contact Matthew Slaats at the Bridge. Some examples of storm drain art in other cities:

https://www.youtube.com/watch?v=n8iL4jt9TOY
4. **Partner Reports**

**UVA**
- The university is working on their annual report and a SWPP update for their industrial stormwater permit.
- The Stormwater Task force will map downspout disconnection across campus. A rain garden will be installed using an engineer and UVA contractors, along with student assistance.
- The Stormwater Master Plan will tie in TMDLs and UVA Foundation real estate. It will be completed this winter.
- The Emmet/Ivy Parking Garage wetland basin has been dredged, re-graded and re-planted. Cattail management will be a priority.
- South Pond, behind the hospital’s South Parking Garage, will be dredged.

**County**
- The county is working on how to calculate required pollution reductions and offsets to bring the county in line with Chesapeake Bay requirements.
- Hiring for two new positions is taking place for a field inspector and an office person to work on the county database.
- The Churchill Basin at the intersection of Hillsdale and Incarnation Drive will be upgraded to a wetland with plantings and a diversion structure with funds from a DEQ grant.

**Albemarle Public Schools**
- Posters are being posted around the Albemarle High School campus to encourage neighbors to keep dogs on a leash when they cross the campus, and to pick up after their pets.
- A rebid has been issued for a package type waste water treatment plant for Yancey Elementary School.

**City**
- The first stormwater utility billing went smoothly, with a minimum of complaint.
- The city will contract to have a firm help create a Stormwater Master Plan. An RP will go out soon.
- A UVA class will be doing monitoring on Moores Creek at Azalea Park.
- A TMDL baseline is being established and regulate acreage is being determined with the help of Timmons.
RRSEP Meeting Minutes
December 8, 2014
DRAFT

Attending: Greg Harper, Repp Glaettli (Albemarle County), Dan Frisbee (Charlottesville), Jeff Sitler, Jess Wenger (UVA), Elizabeth Chudoba, Martin Johnson (TJSWCD)

Location: COB, Rm 246

1. Water Pollution Report Response Responsibilities
The responsibilities of City and the County water resource managers overlap with their respective Fire & Rescue personnel in regard to responding to water pollution reports. One or the other may receive a report and respond to it without notifying their counterpart. There have been recommendations that an MOA detailing reporting responsibilities between the respective parties should be established to clarify roles and keep everyone in the loop. The EPA encourages clarifications of this kind.

2. Fall BMP Posters on CAT Buses
Dan reported that UVA had printed and laminated posters, and they had been posted on CAT buses. Dan will collect the posters now that fall is essentially finished.

3. Storm Drain Painting with The Bridge Progressive Arts Initiative
Since the September RRSEP meeting City, County, UVA and District representatives have met twice with Matthew Slats and Serena Gruia of The Bridge PAI to discuss partnering on a storm drain painting project.
- Dan suggested that the project would be a good fit with the City’s plan to use a grant from the James River Association to carry out a Walkable Watershed initiative in an underserved neighborhood in the Polluck’s Branch watershed.
- The Bridge has found an artist who is interested in the project, Aaron K. Eichorst, the Coordinator of the Fine and Performing Arts Department of the Charlottesville City Schools. Other artists may be invited to participate depending on resources and the scale that is decided on.
- In addition to the city’s grant, The Bridge have grant funds and will apply for more from the Charlottesville Community Foundation.
- The plan is to start with a modest number of 3 to 6 drains, and involve the neighborhood in the planning and execution of the project.
- Dan will present the plan to the city’s Architectural Review Board and the Place Design Task Force, whose permission will be required.

4. Utility Bill Mailing
We considered work that needs to be done to complete the group’s Five-Year MS4 education and outreach plan. Fall BMPs have been posted on buses and our ad appeared on Stonefield Regal cinema movie screens. We discussed whether we want to undertake another utility bill mailing next year. The
mailing is relatively expensive, but it is guaranteed to reach a defined number of households in the urban area. We cannot determine whether it is read by most recipients, but that is also the case with movie ads and bus ads. It was suggested that we should put a Spanish-language version on the RRSESEP web site.

5. Partner Reports

County
- The county Water Resource Advisory Committee held their 5th meeting on December 8th. The committee’s mission is to consider alternative funding mechanisms for the stormwater management program, with public input, and to propose recommendations for a permanent, dedicated source of funding outside the General Fund to the Board of Supervisors. Information about the committee is available at albemarle.com/waterfunding. Work sessions with the BOS will start on January 14th, and a wider public engagement will be invited for the April 15th meeting. A final recommendation is expected to be made to the BOS in September, and the BOS will hold a work session in October to consider the recommendation.
- The first phase of the Crozet Streetscape project is finished. A major feature of the project consists of more than a thousand linear feet of in-street biofilters.
- With the assistance of Elizabeth Chudoba, the county has made significant progress towards completion of its TMDL Action Plan. By taking into consideration the fact that stormwater management features for new development tend to be built for greater capacity than local regulations require, there will be no need for offsets to meet MS4 phosphorous reduction requirements for the present permit cycle.
- A new inspector has been hired and will start work January 5, 2015. A qualified candidate for an engineering position is still being sought.
- A Native Plant guide for the Piedmont listing 200 plants will be available in February 2015. Another guide is planned, which will be designed to help developer, landscapers and others select appropriate alternatives to turf for landscaping.

UVA
- The university’s stormwater master plan for the next 10 years has been completed. It includes a number of potential stormwater projects that can be undertaken as funds become available.
- A study of restoration and stormwater management for the path Distillery Branch takes through the Copely Housing area will be completed by January.
- A study of landscaping and stormwater management re-development for the Lambeth Housing area is also being done.
- A SWPPP is being developed for Scott Stadium.

City
- Charlottesville High School stormwater retrofits consisting of permeable pavers, impervious surface reduction and a bio-retention basin will be finished by June, 2015.
- A contractor has been hired to prepare a TMDL Action Plan.
- An RFP for a 5-year water resources protection master plan has been issued.

VDOT
Steve Ikenberry has informed us that VDOT has decided that the RRSESEP membership fee is not cost-effective and their membership will be withdrawn.
RRSEP Meeting Minutes
February 2, 2015

Attending: Greg Harper (Albemarle County), Dan Frisbee (Charlottesville), Jeff Sitler (UVA), Elizabeth Chudoba, Martin Johnson (TJSWCD)

Location: COB, Rm 224

1. **Storm Drain Painting with The Bridge Progressive Arts Initiative**
   Dan hopes to meet with the PLACE Design Task Force (February 12) and the Architectural Review Board (February 17) to present a proposal and get permission to paint local storm drains, if there is still an opportunity to get on the agenda this month. Martin will put together a PowerPoint presentation for Dan to use.

2. **Spring BMP Posters on CAT Buses**
   Dan reported that we still have enough copies of the Spring BMP posters (28). Jeff will have 30 copies of the Spanish-language version printed and laminated.

3. **Utility Bill Mailing**
   We decided to send a pollution prevention flyer with the city’s utility mailing this spring. Martin will design a new eye-catching flyer and will work with Elizabeth to incorporate information about CCAP and VCAP. Dan will find out when the next available slot is, aiming for March or April. Jeff will check with his wife at UVA to see if she can find a Spanish teacher that would like to use translation of the utility mailing flyer to Spanish a class project.

4. **TMDL Action Plans**
   During the Charlottesville TMDL TAC meeting last January 6th, DEQ’s Jamie Bower commented that permittees have to write an action plan even if each MS4 hasn’t been given a specific WLA (waste load allocation). This seemed to contradict guidance Ms. Bower had given previously that if no specific reduction had been identified, an action plan would not be needed. The ramifications of the requirement were discussed.
5. Partner Reports

County

- The county is hiring a new engineer.
- The county will submit a draft TMDL action plan with baseline data to get feedback from DEQ.
- The county is working with its Advisory committee to determine exactly what kinds of activities and projects a new stormwater program funding mechanism would fund. In September and/or October the focus will be on what kind of funding mechanism would be best.
- The county’s Church Street wetland and diversion project is complete.

University

- Stormwater studies are being conducted to plan new stormwater management and landscaping around Lambeth and Copely dormitories. They are expected to be completed in 2-3 weeks.
- The final Stormwater Master plan has been completed.
- The university is working with DEQ to resolve issues resulting from a spill of lime at the main heat plant. It was raining at the time and the spill was carried to a storm drain.

City

- Work continues on the design of extensive stormwater management retrofits at Charlottesville High School.
- A draft Bay TMDL action plan baseline will be discussed with DEQ for their feedback. Staff are optimistic that the first phase of reductions will meet or exceed requirements.
- A grant from the Stormwater Local Assistance Fund (SLAF) will be used to fund stream restoration in Azalea Park.
RRSEP Meeting Minutes  
March 17, 2015

Attending: Greg Harper, David Lockledge, Stavros Calos (Albemarle County), Dan Frisbee (Charlottesville), Jeff Sitler, Jess Wenger (UVA), Martin Johnson (TJSWCD)

Location: COB, Rm 235

1. New County Engineer
   Stavros Calos was welcomed to the partnership with the traditional humiliating and physically demanding hazing ritual. It was Repp’s turn to clean up the resulting mess. Fortunately, we were spared the expense of an ambulance this time.

2. Storm Drain Painting with The Bridge Progressive Arts Initiative
   Dan reported that the PLACE Design Task Force approved the project (subject to review of the artist’s designs) and that the Architectural Review Board’s approval will not be needed. Martin will contact groups that did similar projects in other cities to find out how they balanced the environmental impact of the paint used with the longevity of the painting. Dan, Martin and a representative of the Bridge will conduct a windshield survey of the neighborhood to choose stormdrains to paint.

3. Utility Bill Mailing
   Dan will find out when the next available slot is, aiming for March or April. Martin will design a new flyer. Jeff will check with his wife at UVA to see if she can find a Spanish teacher that would like to use translation of the utility mailing flyer to Spanish a class project. Dan will find out if we can get the number of county residents that receive the mailing. Jess will also contact a Spanish teacher for possible assistance.

   Late Breaking News: The group decided by email to reserve the June mailing, as the April 4th mailing gave us too little time to prepare, and May was no longer available. Dan reported that the City’s utility billing includes 7,416 active accounts in Albemarle County (as of end February 2015). These are accounts for which the City provides natural gas service.

4. RRSEP Stormwater PSA Video
   The group asked Greg to reserve the last two weeks of June and the first two weeks of July to have our stormwater video shown at Stonegate’s Regal movie theaters. The group decided to pay for a low-resolution of the video that we can post on our web site, post on YouTube and use for other purposes. Greg will send the form to buy the video to Martin, who will send a check with the contract. We also discussed making our own video. Jeff will bring up the project for consideration by the UVA Stormwater Task Force.
Late Breaking News: We found that the low resolution version of the video posted on the RRSEP web site had not been purchased and still had the NCM logo on it. Greg will check on the terms of the purchase when he discusses the contract to show the video at the Stonegate Regal theater’s.

5. Partner Reports

City
- Proposals are being considered for the city’s stormwater master plan.
- Proposals for the design of the CHS stormwater retrofits are being finalized.
- The city is working on their Chesapeake Bay TMDL action plan.

UVA
- DEQ will not require the university to take additional steps in regard to the recent lime spill at the main heat plant because the SWPP for the heat plant is already being implemented. Additional monitoring and construction of a treatment plant are planned.
- The university’s stormwater master plan is complete, and follow-up meetings are being held to coordinate its application to the Chesapeake Bay action plan.

County
- Stavros is beginning the process of calculating the pollutant reduction credits the County would receive from capital projects the County has done since 2009 as part of the TMDL action planning process.
- Another meeting of the advisory committee has been held to further discuss stormwater program funding. David reported that the diverse group seems to get along well.
- A channel restoration project begins this week in the Four Seasons neighborhood upstream of a recently-dredged pond.
- David has completed 80 stormwater BMP inspections, and has communicated with numerous HOAs, property owners and maintenance personnel. Significant progress has been made in educating and getting buy-in from various stakeholders.
RRSEP Meeting Minutes
April 24, 2015
DRAFT

Attending: Greg Harper, Repp Glaettli, David Lockledge, Stavros Calos (Albemarle County), Dan Frisbee (Charlottesville), Jess Wenger (UVA), Martin Johnson (TJSWCD)

Location: COB, Rm 246

1. Storm Drain Painting with The Bridge Progressive Arts Initiative
Dan reported that The Bridge did not get the Future Fund Grant, but that funding from the city and the James River Association will be enough to cover the cost of the project as initially conceived. Our plan is to partner with a public housing youth group and an artist to combine stormwater education and an artistic approach to the topic. We would also like to include parents and neighbors in the project. Three potential sites have been identified for murals, and we hope to complete 2 or 3 murals either this summer or in the fall. Martin will contact one or two localities that have done similar projects to get advice on materials and costs.

3. Utility Bill Mailing
We need to have the printing done by late May. We discussed the design and wording of the flyer. Martin will incorporate the ideas into a new version of the flyer and email it to the partners for comment.

The teacher Jess approached regarding a class project to translate the flyer for the RRSEP web site declined because the technical vocabulary involved would be too difficult for her students. We are waiting to hear back from Jeff regarding a Spanish class at UVA.

4. RRSEP Stormwater PSA Video
Martin signed and submitted contracts for the Regal Cinema RRSEP PSA and right to use the low definition video on our web site and elsewhere. We will be billed for the PSA in two installments of $1,800 each, one in June and the other in July. The license for the video cost $200.

5. Eco-Fair
Martin asked for help manning the RRSEP display at the Eco-Fair on Sunday, April 26. Stavros will relieve Martin at 1:00 and Greg will relieve Stavros at 2:30.

6. RRSEP Name Change
We discussed shortening the name of the partnership and making it a bit less cumbersome by taking out the word “Regional”. Everyone present agreed that it would be an improvement. Martin will look into changing the logo, and other materials.
7. Partner Reports

**County**
- The county submitted a draft action plan to DEQ for comment.
- The county will get a grant for funds to support a historical data initiative to provide DEQ with data on older stormwater BMPs.
- During the last Advisory Committee meeting on approaches to stormwater program funding, the committee seemed to be leaning towards recommending a stormwater utility. During the summer the committee will inform the public about the issues and solicit comment and feedback. The committee will wrap up its recommendations in the fall for submission to the Board of Supervisors.
- The small stream restoration in the Four Seasons subdivision is projected to remove 50 pounds of phosphorous a year. Another stream restoration off a channel feeding the Woodbrook Lagoon retrofit will also provide nutrient credit. The retrofit of dry retention to a constructed wetland on Church Road is expected to be 36% effective.

**UVA**
- A stream cleanup at Meadow Creek was planned for the 24th.
- A paint locker has been made available near the Beta Bridge for storage of paint to reduce the potential for pollution.
- A rain garden was being planted at the Hereford Residence area.

**City**
- Staff met with DEQ to discuss their draft action plan. They received positive feedback.
RRSEP Meeting Minutes  
June 4, 2015

Attending: Greg Harper, Stavros Calos (Albemarle County), Jeff Sitler, Jess Wenger (UVA), Martin Johnson, Elizabeth Chudoba (TJSWCD)

Location: COB, Rm 246

1. Storm Drain Painting with The Bridge Progressive Arts Initiative

Martin reported that he had met with Dan Frisbee, Matthew Slats and Serena Gruia (The Bridge PAI), Aaron Eichorst (Charlottesville Schools Coordinator of fine & Performing Arts), and Devin Floyd (Educator and Founder of Center for Urban Habitats) on June 1 to discuss the RRSEP’s storm drain mural project. We discussed:

- What paint to use that will be durable but will not damage the environment
- How we are coordinating with neighborhood children
- When to schedule the children’s education event so that it is convenient for parents
- Sequence of events
- Locations for paintings

Martin emailed 10 cities that undertook similar projects inquiring about the paint products they used, but only received one reply. He will email that information to the RRSEP. Matthew is in contact folks in Reno who will provide more ideas about paint.

Matthew has met with the (neighborhood organization) several times and there is a pool of (number) children (ages) that appear to be very interested in doing the project with us.

We plan two use two Saturdays in July to work with the children. Around 9:30 AM we will take them to Jordan Park, where Polluck’s Branch flows into Moores Creek. The kids will map the park and streams, and conduct a self-directed investigation of the stream, nearby land and the associated flora and fauna. After lunch we will have a discussion of what they noticed/learned, do some art and work on formulating questions for further study. The following Saturday there would be another in-stream investigation followed by a discussion and an opportunity for artwork. Martin will work with Aaron and Devin to produce a “field-journal” for kids to use in recording observations and doing some preliminary sketches.

Following the field work, Aaron will work with the kids and their artwork to create a rough idea of the murals he will propose. Once Aaron has completed his conceptual proposals, they will be submitted for approval by local authorities and the neighborhood itself.
At this point we are considering a painting-type mural at a site where there is a wall behind the sidewalk and a storm drain, which lends itself to an interesting and highly visible installation. A second site might use the more limited palette of road thermoplastic road paint – one idea is to draw attention to the spot where Pollock’s branch flows through a pipe under Elliot avenue and daylights on the downstream side.

3. **Utility Bill Mailing**
Dan reported that the RRSEP and VCAP/CCAP flyer will go out with the June mailing of utility bills.

4. **Eco-Fair**
The Fair took place outside on the downtown mall this year, which made it more visible and attracted more casual passers-by than previous years. Martin manned the table from 10:00 to 1:30, Stavros relieved him, and Greg took the last shift.

5. **RRSEP Name Change and Logo**
We continued the discussion about what needs to be done to transition to the shorter version of the name we’ve chosen for our partnership, leaving out the “Regional”. Martin passed out 6 versions of a new logo, adding more color to the design. The orange fish with yellow fins was chosen as the most esthetically pleasing and eye-catching version. Greg suggested we change the storm drain grate from blue and black to black and gray. Martin preferred a black and white version. We will vote online to see which design is more popular. The domain name does not need to be changed. Flyers, posters and other literature and publicity material can be replaced as they are used up.

6. **RRSEP Videos**
We discussed producing videos for PSAs and other educational and outreach purposes. Greg has taken high definition video that is suitable for use on computer screens and television using his iPhone. Martin has an HD video camera that can also be used. He also has some experience editing videos on the Apple. We brainstormed a list of topics to use for videos. We will build up a library of video footage of related topics as opportunities arise.

- general stormwater message
- local resident series (What YOU can do!)
  - rain gardens
  - rainwater harvesting
  - lawn care
  - pet waste
  - car washing
  - illicit discharges / dumping and reporting
- local stream health
  - tie to recreation & water supply
AGREEMENT

THIS AGREEMENT is made in duplicate this 1st day of __________, 2014, by and between the COUNTY OF ALBEMARLE, a political subdivision of the Commonwealth of Virginia, hereinafter referred to as the “COUNTY,” and the THOMAS JEFFERSON SOIL AND WATER CONSERVATION DISTRICT, a political subdivision of the Commonwealth of Virginia organized under Virginia Code §§ 10.1-500 et seq., hereinafter referred to as the “DISTRICT.”

WHEREAS, the COUNTY is required under its Municipal Separate Storm Sewer System (“MS4”) permit to provide several program elements including public education and outreach on stormwater impacts, public involvement and participation, and illicit discharge detection and elimination; and

WHEREAS, the DISTRICT is willing and able to provide the three program elements described above.

W I T N E S S:

IN CONSIDERATION of the mutual premises stated in this Agreement, the COUNTY and the DISTRICT agree as follows:

ARTICLE 1: CONTRACT DOCUMENTS

1.1 The documents listed in section 1.2 shall constitute the contract documents. These contract documents shall represent the entire agreement and understanding between the parties. All other statements, discussions and negotiations, whether oral or written, are hereby merged into these contract documents. The contract documents are presented in descending order of priority with the first document listed being of the highest priority and governing over subsequently listed documents, in case of conflict or ambiguity.

1.2 The contract documents consist of:

A. This Agreement.

B. The DISTRICT’s proposal entitled “Implementation of Selected “Minimum Control Measures” of Albemarle County’s NPDES Phase II Permit Requirements July 1, 2014 – June 30, 2016,” attached hereto as Attachment 1 and referred to herein as the “Proposal.”

ARTICLE 2: THE WORK TO BE PERFORMED

2.1 The DISTRICT shall perform the activities listed in the Proposal.
ARTICLE 3: DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

3.1 The term of this Agreement is from July 1, 2014 until June 30, 2016. The parties may extend the term of this Agreement from time to time as provided in section 12.1.

3.2 Time is of the essence.

3.3 Work shall commence immediately, and shall continue without interruption during the term of this Agreement.

ARTICLE 4: COMPENSATION AND PAYMENT

4.1 The amount to be paid by the COUNTY to the DISTRICT for the work to be performed pursuant to this Agreement shall not exceed fifty thousand seven hundred twenty dollars ($50,720.00). The amount to be paid by the COUNTY to the DISTRICT in the first year of the contract shall not exceed 60 percent of the total amount.

4.2 Payments shall be made as follows:

A. No deposit, nor advance sums, shall be paid.

B. For the tasks performed: The DISTRICT shall invoice the COUNTY on a quarterly basis, identifying with each invoice tasks completed during the quarterly billing period or the degree to which they have been completed as required to be performed pursuant to the Proposal. The invoice shall contain a certification that the work to be performed for the particular task being invoiced is completed.

C. No reimbursable expenses shall be billed or paid.

D. The COUNTY may request additional information from the DISTRICT about the status of the task or tasks prior to making payment. Payment shall be made within thirty (30) days of the date of receipt by the COUNTY of the invoice from the DISTRICT. If payment is made by mail, the postmark date shall be the payment date.

E. Each invoice shall include the purchase order number assigned to this Agreement.

ARTICLE 5: INDEMNIFICATION AND HOLD HARMLESS

5.1 The DISTRICT hereby agrees to indemnify and hold harmless the COUNTY, its officers, agents designated by the board of supervisors, and all employees and volunteers, from any and all claims for bodily injury, and personal injury and/or property damage, including cost of investigation, all expenses of litigation, including reasonable attorney fees, and the cost of appeals arising out of any claims or suits which result from errors,
omissions, or negligent acts of the DISTRICT, its subcontractors and their agents and employees.

ARTICLE 6: SUBMISSION OF REPORTS

6.1 During the term of this Agreement, the DISTRICT shall provide to the COUNTY any oral or written report, as required by the Proposal.

6.2 During the term of this Agreement, the DISTRICT shall provide to the COUNTY or its designee all oral or written reports pertaining to matters which are within the Proposal as the COUNTY or its designee may reasonably require.

ARTICLE 7: COOPERATION

7.1 The COUNTY and the DISTRICT understand and agree that the DISTRICT is performing the three program elements identified in the Proposal on behalf of the COUNTY, and that they will cooperate with one another to assure that the Program elements are adequately and successfully implemented in accordance with all MS4 permit requirements.

ARTICLE 8: NOTICE

8.1 Any notice, request, invoice or other communication to either party by the other concerning the terms and conditions of this Agreement, including, without limitation, the provisions of Articles 3 and 4 shall be in writing and shall be deemed given only (i) when actually received by the addressee or (ii) sent postage prepaid, by certified or registered United States mail, return receipt requested, addressed as follows:

A. COUNTY: Greg Harper  
   Water Resources Manager  
   Department of General Services  
   401 McIntire Road, Room 224  
   Charlottesville, VA 22902-4596

B. DISTRICT: Alyson Sappington, District Manager  
   TJSWCD  
   706G Forest Street  
   Charlottesville VA 22903

8.2 The persons and the places to which notices are to be mailed to either party may be changed from time to time by notice given in accordance with the provisions of this article.

ARTICLE 9: TERMINATION OF AGREEMENT
9.1 The COUNTY, or its designee, may terminate this Agreement at any time with or without cause by giving fifteen (15) days notice to the DISTRICT, in which event the COUNTY's sole obligations shall be to compensate the DISTRICT for work actually performed incurred up to the date of termination.

9.2 In no event will the total compensation paid to the DISTRICT, including the amount paid to compensate the DISTRICT in section 9.1, exceed the compensation provided for in Article 4.

9.3 Upon termination, the DISTRICT shall promptly provide to the COUNTY all work products, whether completed or not, prepared by the DISTRICT pursuant to this Agreement.

ARTICLE 10: CONFIDENTIALITY OF REPORTS AND WRITTEN MATERIALS

10.1 Any and all reports or other written materials created by the DISTRICT for the COUNTY concerning the work to be performed pursuant to this Agreement, or any portions thereof, shall be the exclusive property of the COUNTY and shall not be used by the DISTRICT for any purpose whatsoever without the prior written permission of the COUNTY.

10.2 The DISTRICT shall not publish, copyright, or otherwise disclose or permit to be disclosed or published, the results of any reports created by the DISTRICT for the COUNTY concerning the work to be performed pursuant to this Agreement, or any particulars thereof, including forms or other materials developed exclusively for the COUNTY in connection with the performance by the DISTRICT of its services hereunder during the period of this Agreement, without the prior written permission of the COUNTY.

10.3 Notwithstanding sections 10.1 and 10.2, the DISTRICT may use for marketing or otherwise make available to the public any report or other written materials concerning the work to be performed pursuant to this Agreement after the report or written materials are completed and have been accepted by the COUNTY.

10.4 The DISTRICT agrees to protect the confidentiality of information it acquires pursuant to this Agreement if:

A. The information acquired from the COUNTY is designated by the COUNTY to be privileged or proprietary except to the extent that (i) the information enters the public domain, (ii) the information is obtained by the DISTRICT from independent third parties not subject to any confidentiality or similar agreement with the COUNTY, or (iii) disclosure of the information is required by law, rule or regulation or the valid order of a court or administrative agency.
B. The information acquired in its performance of the work pursuant to this Agreement is confidential and the confidentiality of the information is required by law to be maintained.

10.5 The provisions of this article shall not be construed so as to make private or confidential any report or other written materials that would be public records under the Virginia Freedom of Information Act.

ARTICLE 11: CONFLICTS OF INTEREST

11.1 During the term of this Agreement, the DISTRICT shall not, without the prior written permission of the COUNTY, accept from other clients any assignments or tasks which substantially conflict with the objectives of this Agreement, or add persons to work on the tasks identified in the Scope of Services whose interests may conflict with interests of the COUNTY.

11.2 The DISTRICT shall give written notice to the COUNTY with respect to any such assignments, tasks, or additional persons. The notice shall set forth in reasonable detail the services the DISTRICT would undertake to perform in connection with such assignments or tasks, or the tasks to be performed by the additional person.

11.3 The COUNTY agrees to grant or deny its consent to the DISTRICT’s acceptance of the assignments or tasks, or additional persons, within ten (10) days after the notice is given. The COUNTY shall be deemed to have granted its consent if it takes no action within the ten (10) day period.

ARTICLE 12: GENERAL

12.1 Modifications: This Agreement or any part thereof may not be modified, except by written agreement of the parties signed by the duly authorized officers of the parties.

12.2 No waiver: Omission or delay by either party to this Agreement at any time to enforce any right or remedy reserved to it, or to require performance of any of the terms of this Agreement, shall not be a waiver of any right or remedy to which either party is entitled, and shall not in any way affect the right of either party to enforce the provisions thereafter. However, this section shall not be construed to be a waiver or a tolling of an applicable statute of limitations, or to prevent either party from raising the statute of limitations as a defense in any proceeding.

12.3 Applicable law: This Agreement shall be governed by and construed in accordance with the laws of the State of Virginia. The parties agree that proper venue, in the event of litigation concerning this matter, shall be in Albemarle County, Virginia.

12.4 Severability: If any provisions of this Agreement shall be held to be invalid, illegal or unenforceable, the validity of all other provisions hereof shall in no way be affected thereby.
12.5 Successor and assignees: Neither party shall assign or transfer this Agreement or any of its respective rights hereunder without the prior written permission of the other party.

12.6 Force majeure: In the event that performance by either party of any of its obligations or undertakings pursuant to this Agreement shall be interrupted or delayed by any occurrence not occasioned by the conduct of either party hereto, whether the occurrence is an act of nature such as lightning, earthquakes, floods or other like causes, the common enemy, the result of war, riot, strike, lockout, civil commotion, sovereign conduct, explosion, fire or the act or conduct of any person or persons not a party to or under the direction or control of a party hereto, then the performance shall be excused for the period of time as is reasonably necessary after the occurrence to remedy the effects thereof.

12.7 Entire agreement: This Agreement constitutes the entire agreement between the parties and supersedes all previous agreements and understandings relating to the work to be performed under this Agreement.

12.8 Nonappropriation: If funds are not appropriated by the board of supervisors of the COUNTY or otherwise made available to support continuation of performance of this Agreement in a subsequent fiscal year, this Agreement shall be immediately canceled. In that event, the COUNTY's sole obligations shall be to compensate the DISTRICT for work actually performed and reimbursable expenses incurred up to the date of cancellation. In no event will the total compensation paid to the DISTRICT, including the amount paid to compensate the DISTRICT pursuant to this section, exceed the compensation provided for in Article 4. Upon cancellation, the DISTRICT shall promptly provide to the COUNTY all work products, whether completed or not, prepared by the DISTRICT pursuant to this Agreement.

12.9 Cross-references: References herein to sections and articles are to sections and articles of this Agreement.

WITNESS the following signatures and seals in agreement with the above terms:

COUNTY OF ALBEMARLE, VIRGINIA

By: _______________________
Title: Purchasing Agent

THOMAS JEFFERSON SOIL AND WATER CONSERVATION DISTRICT

By: _______________________
Title: District Manager
COMMONWEALTH OF VIRGINIA
COUNTY/CITY OF Albemarle

The foregoing Agreement was signed, sworn to and acknowledged before me this __________ day of ______________, 2014 by ______________, on behalf of ______________.

__________________________
Jefferson SWCD

__________________________
Tisha Jaudon
Notary Public

My Commission Expires: 01/31/2016

COMMONWEALTH OF VIRGINIA
COUNTY/CITY OF ______________

The foregoing Agreement was signed, sworn to and acknowledged before me this __________ day of ______________, 2014 by ______________, on behalf of ______________.

__________________________
Jefferson SWCD

__________________________
Alyson Sappington
Notary Public

My Commission Expires: 10/31/18

Approved as to form:

By: ______________________

__________________________
Assistant County Attorney
### Implementation of Selected "Minimum Control Measures" of Albemarle County's NPDES Phase II Permit Requirements July 1, 2014 - June 30, 2016

#### 1. Public Education, Outreach, & Participation

<table>
<thead>
<tr>
<th>Activity</th>
<th>Contract Est'd Staff Hours (2 yrs)</th>
<th>Staff Hours this report</th>
<th>Previous Total Staff Hours</th>
<th>Cumulative Staff Hours</th>
<th>Measurement, 2-year goal</th>
<th>Measureable Accomplishments this report</th>
<th>Previous Total</th>
<th>Cumulative Total</th>
<th>Summary of Activities (this report period)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Serve as coordinating body for RRSEP</td>
<td>80</td>
<td>0</td>
<td># meetings</td>
<td>0</td>
<td>keep website updated</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Maintain &amp; enhance RRSEP website</td>
<td>40</td>
<td>0</td>
<td>keep website updated</td>
<td>N/A</td>
<td>0</td>
<td># outreach materials distributed</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Develop &amp; distribute stormwater-related materials for target audiences</td>
<td>60</td>
<td>0</td>
<td># events</td>
<td>0</td>
<td>0</td>
<td># outreach materials distributed</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Assist Albemarle County Public Schools with outdoor &quot;meaningful watershed education experience (MWEE)&quot; and teacher education using previously developed lesson plans*</td>
<td>1000</td>
<td>0</td>
<td># youth participating</td>
<td>0</td>
<td>0</td>
<td># adults participating</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>In coordination with County BMP inspections, provide stormwater education to BMP owners, when applicable working through homeowners associations</td>
<td>40</td>
<td>0</td>
<td># participants</td>
<td>0</td>
<td>0</td>
<td># events/meetings</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Subtotal Hours</strong></td>
<td><strong>1280</strong></td>
<td><strong>0.0</strong></td>
<td><strong>0.0</strong></td>
<td><strong>0.0</strong></td>
<td><strong>0.0</strong></td>
<td><strong>0.0</strong></td>
<td><strong>0.0</strong></td>
<td><strong>0.0</strong></td>
<td><strong>0.0</strong></td>
</tr>
</tbody>
</table>

#### 2. Illicit Discharge Detection and Elimination

<table>
<thead>
<tr>
<th>Activity</th>
<th>Contract Est'd Staff Hours (2 yrs)</th>
<th>Staff Hours this report</th>
<th>Previous Total Staff Hours</th>
<th>Cumulative Staff Hours</th>
<th>Measurement, 2-year goal</th>
<th>Measureable Accomplishments this report</th>
<th>Previous Total</th>
<th>Cumulative Total</th>
<th>Summary of Activities (this report period)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Locate and screen stormwater outfalls; document findings on paper forms and create/update spreadsheet and GIS</td>
<td>230</td>
<td>0</td>
<td># additional feet of stream surveyed &amp; mapped; # additional outfalls</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Investigate suspected illicit discharges</td>
<td>20</td>
<td>0</td>
<td># followed-up</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Respond to reported illicit discharges</td>
<td>40</td>
<td>0</td>
<td># reported</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Respond to drainage complaints</td>
<td>40</td>
<td>0</td>
<td># calls</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Subtotal Hours</strong></td>
<td><strong>350</strong></td>
<td><strong>0.0</strong></td>
<td><strong>0.0</strong></td>
<td><strong>0.0</strong></td>
<td><strong>0.0</strong></td>
<td><strong>0.0</strong></td>
<td><strong>0.0</strong></td>
<td><strong>0.0</strong></td>
<td><strong>0.0</strong></td>
</tr>
</tbody>
</table>

#### 3. Post-Construction Stormwater Management

<table>
<thead>
<tr>
<th>Activity</th>
<th>Contract Est'd Staff Hours (2 yrs)</th>
<th>Staff Hours this report</th>
<th>Previous Total Staff Hours</th>
<th>Cumulative Staff Hours</th>
<th>Measurement, 2-year goal</th>
<th>Measureable Accomplishments this report</th>
<th>Previous Total</th>
<th>Cumulative Total</th>
<th>Summary of Activities (this report period)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inspect private stormwater BMPs as assigned</td>
<td>240</td>
<td>0</td>
<td># BMPs inspected</td>
<td>0</td>
<td>0</td>
<td># BMPs inspected</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Input drainage infrastructure data related to new development into GIS</td>
<td>60</td>
<td>0</td>
<td># projects</td>
<td>0</td>
<td>0</td>
<td># projects</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Subtotal Hours</strong></td>
<td><strong>300</strong></td>
<td><strong>0.0</strong></td>
<td><strong>0.0</strong></td>
<td><strong>0.0</strong></td>
<td><strong>0.0</strong></td>
<td><strong>0.0</strong></td>
<td><strong>0.0</strong></td>
<td><strong>0.0</strong></td>
<td><strong>0.0</strong></td>
</tr>
</tbody>
</table>

#### 4. Administration

<table>
<thead>
<tr>
<th>Activity</th>
<th>Contract Est'd Staff Hours (2 yrs)</th>
<th>Staff Hours this report</th>
<th>Previous Total Staff Hours</th>
<th>Cumulative Staff Hours</th>
<th>Measurement, 2-year goal</th>
<th>Measureable Accomplishments this report</th>
<th>Previous Total</th>
<th>Cumulative Total</th>
<th>Summary of Activities (this report period)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assist Albemarle County with program development and evaluation</td>
<td>36</td>
<td>0</td>
<td>as needed</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Prepare quarterly reports</td>
<td>24</td>
<td>0</td>
<td>quarterly reports (4 per year)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Subtotal Hours</strong></td>
<td><strong>60</strong></td>
<td><strong>0.0</strong></td>
<td><strong>0.0</strong></td>
<td><strong>0.0</strong></td>
<td><strong>0.0</strong></td>
<td><strong>0.0</strong></td>
<td><strong>0.0</strong></td>
<td><strong>0.0</strong></td>
<td><strong>0.0</strong></td>
</tr>
</tbody>
</table>

**TOTALS** | **1,980** | **0.0** | **0.0** | **0.0** | **0.0** | **0.0** | **0.0** | **0.0** | **0.0** |

**INVOICE THIS PERIOD** | $ - |

**TOTAL CONTRACT AMOUNT (2 YEARS)** | **$ 50,720.00** |

**INVOICED TO DATE (JULY 2012 TO JUNE 2014)** | **$ -** |

**CONTRACT BALANCE** | **$ 50,720.00** |

*MWEE staff billed @ $20/hour; all other staff billed @ $32/hour*
### 1. PUBLIC EDUCATION, OUTREACH, & PARTICIPATION

<table>
<thead>
<tr>
<th>Activity</th>
<th>Contract Hours (2 yrs)</th>
<th>Staff Hours this report</th>
<th>Previous Total Staff Hours</th>
<th>Cumulative Staff Hours</th>
<th>Measurement, 2-year goal</th>
<th>Measureable Accomplishments this report</th>
<th>Previous Total</th>
<th>Cumulative Total</th>
<th>Summary of Activities (this report period)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Serve as coordinating body for RRSEP</td>
<td>80</td>
<td>12.5</td>
<td>12.5</td>
<td># meetings</td>
<td>2</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintain &amp; enhance RRSEP website</td>
<td>40</td>
<td>1.5</td>
<td>1.5</td>
<td># outreach materials</td>
<td>2</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Develop &amp; distribute stormwater-related materials for target audiences</td>
<td>80</td>
<td>7.5</td>
<td>7.5</td>
<td>keep website updated</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assist Albemarle County with public participation activities</td>
<td>40</td>
<td>0</td>
<td>0</td>
<td># events</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assist Albemarle County Public Schools with outdoor &quot;meaningful</td>
<td>1000</td>
<td>85</td>
<td>85</td>
<td># youth participating</td>
<td>170</td>
<td>170</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>watershed education experience (MWEE)&quot; and teacher</td>
<td></td>
<td></td>
<td></td>
<td># adults participating</td>
<td>28</td>
<td>28</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>education using previously developed lesson plans*</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In coordination with County BMP inspections, provide stormwater</td>
<td>40</td>
<td>0</td>
<td>0</td>
<td># participants</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>education to BMP owners, when applicable working</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>through homeowners associations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtotal Hours</td>
<td>1280</td>
<td>106.5</td>
<td>0.0</td>
<td>106.5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 2. ILLICIT DISCHARGE DETECTION AND ELIMINATION

<table>
<thead>
<tr>
<th>Activity</th>
<th>Contract Hours (2 yrs)</th>
<th>Staff Hours this report</th>
<th>Previous Total Staff Hours</th>
<th>Cumulative Staff Hours</th>
<th>Measurement, 2-year goal</th>
<th>Measureable Accomplishments this report</th>
<th>Previous Total</th>
<th>Cumulative Total</th>
<th>Summary of Activities (this report period)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Locate and screen stormwater outfalls, document findings on paper</td>
<td>200</td>
<td>14</td>
<td>14</td>
<td># additional feet of stream surveyed &amp; mapped</td>
<td>4300</td>
<td>4300</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>forms and create/update spreadsheet and GIS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Investigate suspected illicit discharges</td>
<td>20</td>
<td>0</td>
<td>0</td>
<td># followed-up</td>
<td>4</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Respond to reported illicit discharges</td>
<td>40</td>
<td>2</td>
<td>2</td>
<td># reported</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Respond to drainage complaints</td>
<td>40</td>
<td>10</td>
<td>10</td>
<td># calls</td>
<td>3</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtotal Hours</td>
<td>300</td>
<td>26.0</td>
<td>0.0</td>
<td>26.0</td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

### 3. POST-CONSTRUCTION STORMWATER MANAGEMENT

<table>
<thead>
<tr>
<th>Activity</th>
<th>Contract Hours (2 yrs)</th>
<th>Staff Hours this report</th>
<th>Previous Total Staff Hours</th>
<th>Cumulative Staff Hours</th>
<th>Measurement, 2-year goal</th>
<th>Measureable Accomplishments this report</th>
<th>Previous Total</th>
<th>Cumulative Total</th>
<th>Summary of Activities (this report period)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inspect private stormwater BMPs as assigned</td>
<td>240</td>
<td>19</td>
<td>19</td>
<td># BMPs inspected</td>
<td>26</td>
<td>26</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Input drainage infrastructure data related to new</td>
<td>80</td>
<td>7.0</td>
<td>7.0</td>
<td># projects</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>development into GIS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtotal Hours</td>
<td>320</td>
<td>19.0</td>
<td>0.0</td>
<td>19.0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 4. ADMINISTRATION

<table>
<thead>
<tr>
<th>Activity</th>
<th>Contract Hours (2 yrs)</th>
<th>Staff Hours this report</th>
<th>Previous Total Staff Hours</th>
<th>Cumulative Staff Hours</th>
<th>Measurement, 2-year goal</th>
<th>Measureable Accomplishments this report</th>
<th>Previous Total</th>
<th>Cumulative Total</th>
<th>Summary of Activities (this report period)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assist Albemarle County with program development and evaluation</td>
<td>36</td>
<td>7.0</td>
<td>7.0</td>
<td>as needed</td>
<td>N/A</td>
<td>compiled MWEE &amp; RRSEP FY13-14</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prepare quarterly reports</td>
<td>24</td>
<td>1.5</td>
<td>1.5</td>
<td>quarterly reports (4 per year)</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtotal Hours</td>
<td>60</td>
<td>8.5</td>
<td>0.0</td>
<td>8.5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### TOTALS

<table>
<thead>
<tr>
<th>Activity</th>
<th>Contract Hours (2 yrs)</th>
<th>Staff Hours this report</th>
<th>Previous Total Staff Hours</th>
<th>Cumulative Staff Hours</th>
<th>Measurement, 2-year goal</th>
<th>Measureable Accomplishments this report</th>
<th>Previous Total</th>
<th>Cumulative Total</th>
<th>Summary of Activities (this report period)</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTALS</td>
<td>1,960</td>
<td>160.0</td>
<td>0.0</td>
<td>160.0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### INVOICE THIS PERIOD

- **$ 4,100.00**

### TOTAL CONTRACT AMOUNT (2 YEARS)

- **$ 50,720.00**

### INVOICED TO DATE (JULY 2014 TO JUNE 2016)

- **$ 4,100.00**

### CONTRACT BALANCE

- **$ 46,620.00**

*MWEE staff billed @ $20/hour; all other staff billed @ $32/hour*
### Summary of Activities (this report period)

| Activity | Contract Est'd Staff Hours (2 yrs) | Staff Hours this report | Previous Total Staff Hours | Cumulative Staff Hours | Measurement, 2-year goal | Measureable Accomplishments this report | Previous Total | Cumulative Total | Summary of Activities 
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Serve as coordinating body for RRSEP</td>
<td>80</td>
<td>9.5</td>
<td>12.5</td>
<td>22</td>
<td># meetings</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>meeting organized, chaired, minutes taken</td>
</tr>
<tr>
<td>Maintain &amp; enhance RRSEP website</td>
<td>40</td>
<td>1.5</td>
<td>1.5</td>
<td></td>
<td>keep website updated</td>
<td></td>
<td></td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>Develop &amp; distribute stormwater-related materials for target audiences</td>
<td>80</td>
<td>7.5</td>
<td>7.5</td>
<td></td>
<td># outreach materials developed/distributed</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>bus ads</td>
</tr>
<tr>
<td>Assist Albemarle County with public participation activities</td>
<td>40</td>
<td>12</td>
<td>12</td>
<td></td>
<td># events</td>
<td></td>
<td></td>
<td></td>
<td>Planning stormdrain painting w/The Bridge</td>
</tr>
<tr>
<td>Assist Albemarle County Public Schools with outdoor &quot;meaningful watershed education experience (MWEE)&quot; and teacher education using previously developed lesson plans*</td>
<td>1000</td>
<td>171</td>
<td>85</td>
<td>256</td>
<td># youth participating</td>
<td>388</td>
<td>170</td>
<td>558</td>
<td>5 schools - all 4th grades</td>
</tr>
<tr>
<td>In coordination with County BMP inspections, provide stormwater education to BMP owners, when applicable working through homeowners associations</td>
<td>40</td>
<td>0</td>
<td></td>
<td></td>
<td># participants</td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td><strong>Subtotal Hours</strong></td>
<td>1280</td>
<td>192.5</td>
<td>106.5</td>
<td>299.0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 2. ILLICIT DISCHARGE DETECTION AND ELIMINATION

| Activity | Contract Est'd Staff Hours (2 yrs) | Staff Hours this report | Previous Total Staff Hours | Cumulative Staff Hours | Measurement, 2-year goal | Measureable Accomplishments this report | Previous Total | Cumulative Total | Summary of Activities 
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Locate and screen stormwater outfalls; document findings on paper forms and create/update spreadsheet and GIS</td>
<td>200</td>
<td>19</td>
<td>14</td>
<td>33</td>
<td># additional feet of stream surveyed &amp; mapped</td>
<td>4300</td>
<td>4300</td>
<td></td>
<td>Entered field data in database; re-organized GIS data; created new IDDE shapefile</td>
</tr>
<tr>
<td>Investigate suspected illicit discharges</td>
<td>20</td>
<td>6</td>
<td>6</td>
<td></td>
<td># followed-up</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>investigation at 1949 Northside Dr.</td>
</tr>
<tr>
<td>Respond to reported illicit discharges</td>
<td>40</td>
<td>2</td>
<td>2</td>
<td></td>
<td># reported</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Respond to drainage complaints</td>
<td>40</td>
<td>10</td>
<td>10</td>
<td></td>
<td># calls</td>
<td>3</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>map Riverside Ship Ctr storm sewer</td>
</tr>
<tr>
<td><strong>Subtotal Hours</strong></td>
<td>300</td>
<td>27.0</td>
<td>26.0</td>
<td>53.0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 3. POST-CONSTRUCTION STORMWATER MANAGEMENT

| Activity | Contract Est'd Staff Hours (2 yrs) | Staff Hours this report | Previous Total Staff Hours | Cumulative Staff Hours | Measurement, 2-year goal | Measureable Accomplishments this report | Previous Total | Cumulative Total | Summary of Activities 
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Inspect private stormwater BMPS as assigned</td>
<td>240</td>
<td>19.5</td>
<td>19</td>
<td>29.5</td>
<td># BMPS inspected</td>
<td>4</td>
<td>26</td>
<td>30</td>
<td>Notes drafted, photos labeled</td>
</tr>
<tr>
<td>Input drainage infrastructure data related to new development into GIS</td>
<td>80</td>
<td></td>
<td></td>
<td></td>
<td># projects</td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td><strong>Subtotal Hours</strong></td>
<td>320</td>
<td>10.5</td>
<td>19.0</td>
<td>29.5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 4. ADMINISTRATION

| Activity | Contract Est'd Staff Hours (2 yrs) | Staff Hours this report | Previous Total Staff Hours | Cumulative Staff Hours | Measurement, 2-year goal | Measureable Accomplishments this report | Previous Total | Cumulative Total | Summary of Activities 
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Assist Albemarle County with program development and evaluation</td>
<td>36</td>
<td>7.0</td>
<td>7</td>
<td></td>
<td>as needed</td>
<td></td>
<td></td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>Prepare quarterly reports</td>
<td>24</td>
<td>1.5</td>
<td>1.5</td>
<td>3</td>
<td># quarterly reports (4 per year)</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal Hours</strong></td>
<td>60</td>
<td>1.5</td>
<td>1.5</td>
<td>10.0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTALS** | 1,960 | 231.5 | 160.0 | 391.5 | | | | | |
<table>
<thead>
<tr>
<th>Activity</th>
<th>Contract Staff Hours (2 yrs)</th>
<th>Staff Hours this report</th>
<th>Previous Total Staff Hours</th>
<th>Cumulative Staff Hours</th>
<th>Measurement, 2-year goal</th>
<th>Measureable Accomplishments this report</th>
<th>Previous Total</th>
<th>Cumulative Total</th>
<th>Summary of Activities (this report period)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Serve as coordinating body for RRSEP</td>
<td>80</td>
<td>6.5</td>
<td>22</td>
<td>28.5</td>
<td># meetings</td>
<td>2</td>
<td>3</td>
<td>5</td>
<td>organized January &amp; March meetings; chaired meetings and took minutes; drafted and edited minutes; organized April meeting</td>
</tr>
<tr>
<td>Maintain &amp; enhance RRSEP website</td>
<td>40</td>
<td>1.5</td>
<td>1.5</td>
<td>3</td>
<td>keep website updated</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Develop &amp; distribute stormwater-related materials for target audiences</td>
<td>80</td>
<td>8</td>
<td>7.5</td>
<td>15.5</td>
<td># outreach materials</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>drafted and edited flyer for utility bil</td>
</tr>
<tr>
<td>Assist County with public participation activities</td>
<td>40</td>
<td>16.5</td>
<td>12</td>
<td>28.5</td>
<td># events</td>
<td>0</td>
<td></td>
<td></td>
<td>2 meetings with Bridge PAI re drain mural project; drafted powerpoint for Charlottesville PLACE committee; drafted talking points for Future Fund grant application; Eco-Fair prep</td>
</tr>
<tr>
<td>Assist Albemarle County Public Schools with outdoor “meaningful watershed education experience (MWEE)” and teacher education using previously developed lesson plans*</td>
<td>1000</td>
<td>256</td>
<td>256</td>
<td>588</td>
<td># youth participating</td>
<td>588</td>
<td>115</td>
<td>115</td>
<td></td>
</tr>
<tr>
<td>In coordination with County BMP inspections, provide stormwater education to BMP owners, when applicable working through homeowners associations</td>
<td>40</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td># participants</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtotal Hours</td>
<td>1280</td>
<td>32.5</td>
<td>299.0</td>
<td>331.5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. ILLICIT DISCHARGE DETECTION AND ELIMINATION</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Locate and screen stormwater outfalls; document findings on paper forms and create/update spreadsheet and GIS</td>
<td>200</td>
<td>2</td>
<td>33</td>
<td>35</td>
<td># additional feet of stream surveyed &amp; mapped</td>
<td>4300</td>
<td>4300</td>
<td>4300</td>
<td></td>
</tr>
<tr>
<td>Investigate suspected illicit discharges</td>
<td>20</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td># followed-up</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Respond to reported illicit discharges</td>
<td>40</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td># reported</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>40</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td># calls</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtotal Hours</td>
<td>330</td>
<td>2.0</td>
<td>53.0</td>
<td>55.0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. POST-CONSTRUCTION STORMWATER MANAGEMENT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inspect private stormwater BMPs as assigned</td>
<td>240</td>
<td>29.5</td>
<td>29.5</td>
<td>29.5</td>
<td># BMPs inspected</td>
<td>30</td>
<td>30</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>Input drainage infrastructure data related to new development into GIS</td>
<td>80</td>
<td>0.0</td>
<td>29.5</td>
<td>29.5</td>
<td># projects</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtotal Hours</td>
<td>320</td>
<td>0.0</td>
<td>29.5</td>
<td>29.5</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>4. ADMINISTRATION</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assist Albemarle County with program development and evaluation</td>
<td>36</td>
<td>7.0</td>
<td>7</td>
<td>7</td>
<td>as needed</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prepare quarterly reports</td>
<td>24</td>
<td>1.5</td>
<td>3.0</td>
<td>4.5</td>
<td>quarterly reports (4 per year)</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Subtotal Hours</td>
<td>60</td>
<td>1.5</td>
<td>10.0</td>
<td>11.5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTALS</td>
<td>1,960</td>
<td>36.0</td>
<td>391.5</td>
<td>427.5</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**INVOICE THIS PERIOD**

$1,152.00

**TOTAL CONTRACT AMOUNT (2 YEARS)**

$50,720.00

**INVOICED TO DATE (JULY 2014 TO JUNE 2016)**

$10,608.00

**CONTRACT BALANCE**

$40,112.00

*MWEE staff billed @$20/hour; all other staff billed @ $32/hour*
### 1. PUBLIC EDUCATION, OUTREACH, & PARTICIPATION

<table>
<thead>
<tr>
<th>Activity</th>
<th>Contract Est'd Staff Hours (2 yrs)</th>
<th>Staff Hours this report</th>
<th>Previous Total Staff Hours</th>
<th>Cumulative Staff Hours</th>
<th>Measurement, 2-year goal</th>
<th>Measureable Accomplishments this report</th>
<th>Previous Total</th>
<th>Cumulative Total</th>
<th>Summary of Activities (this report period)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Serve as coordinating body for RRSEP</td>
<td>80</td>
<td>26.5</td>
<td>28.5</td>
<td>55</td>
<td>2</td>
<td>5</td>
<td>7</td>
<td></td>
<td>organized/chaired mtgs; assisted partners w/MS4 reporting &amp; audits</td>
</tr>
<tr>
<td>Maintain &amp; enhance RRSEP website</td>
<td>40</td>
<td>32</td>
<td>3</td>
<td>35</td>
<td>keep website updated</td>
<td>N/A</td>
<td></td>
<td></td>
<td>Created new RSEP logo; updated pages, stationery, etc.</td>
</tr>
<tr>
<td>Develop &amp; distribute stormwater-related materials for target audiences</td>
<td>80</td>
<td>12.5</td>
<td>15.5</td>
<td>28</td>
<td># outreach materials</td>
<td>3</td>
<td>3</td>
<td></td>
<td>Coordinated prep &amp; payment for Regal Cinema ad; prepared RSEP for Eco-Fair; utility mailing flyer</td>
</tr>
<tr>
<td>Assist County with public participation activities</td>
<td>40</td>
<td>27</td>
<td>28.5</td>
<td>55.5</td>
<td># events</td>
<td>2</td>
<td>2</td>
<td></td>
<td>planning &amp; research for storm drain project w/ The Bridge; RSEP display for Eco-Fair</td>
</tr>
<tr>
<td>Assist Albemarle County Public Schools with outdoor &quot;meaningful watershed education experience (MWEE)&quot; and teacher education using previously developed lesson plans*</td>
<td>1000</td>
<td>194</td>
<td>256</td>
<td>450</td>
<td># youth participating</td>
<td>542</td>
<td>518</td>
<td>1060</td>
<td></td>
</tr>
<tr>
<td>In coordination with County BMP inspections, provide stormwater education to BMP owners, when applicable working through homeowners associations</td>
<td>40</td>
<td>0.5</td>
<td>0.5</td>
<td>0</td>
<td># participants</td>
<td>0</td>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Subtotal Hours: 1280 = 292.5 + 331.5 + 624.0

### 2. ILLICIT DISCHARGE DETECTION AND ELIMINATION

<table>
<thead>
<tr>
<th>Activity</th>
<th>Contract Est'd Staff Hours (2 yrs)</th>
<th>Staff Hours this report</th>
<th>Previous Total Staff Hours</th>
<th>Cumulative Staff Hours</th>
<th>Measurement, 2-year goal</th>
<th>Measureable Accomplishments this report</th>
<th>Previous Total</th>
<th>Cumulative Total</th>
<th>Summary of Activities (this report period)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Locate and screen stormwater outfalls; document findings on paper forms and create/update spreadsheet and GIS</td>
<td>200</td>
<td>36.5</td>
<td>35</td>
<td>71.5</td>
<td># additional feet of stream surveyed &amp; mapped</td>
<td>15800</td>
<td>4300</td>
<td>20100</td>
<td>communication, meetings, maps, fieldwork follow-up, GIS mapping</td>
</tr>
<tr>
<td>Investigate suspected illicit discharges</td>
<td>20</td>
<td>1</td>
<td>6</td>
<td>7</td>
<td># followed-up</td>
<td>2</td>
<td>1</td>
<td>3</td>
<td>reported dumping in stream on 2 properties</td>
</tr>
<tr>
<td>Respond to reported illicit discharges</td>
<td>40</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td># reported</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Respond to drainage complaints</td>
<td>40</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td># calls</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Subtotal Hours: 300 = 37.5 + 55.0 + 92.5

### 3. POST-CONSTRUCTION STORMWATER MANAGEMENT

<table>
<thead>
<tr>
<th>Activity</th>
<th>Contract Est'd Staff Hours (2 yrs)</th>
<th>Staff Hours this report</th>
<th>Previous Total Staff Hours</th>
<th>Cumulative Staff Hours</th>
<th>Measurement, 2-year goal</th>
<th>Measureable Accomplishments this report</th>
<th>Previous Total</th>
<th>Cumulative Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inspect private stormwater BMPS as assigned</td>
<td>240</td>
<td>29.5</td>
<td>29.5</td>
<td>29.5</td>
<td># BMPs inspected</td>
<td>30</td>
<td>30</td>
<td></td>
</tr>
</tbody>
</table>

Subtotal Hours: 320 = 0.0 + 29.5 + 29.5

### 4. ADMINISTRATION

<table>
<thead>
<tr>
<th>Activity</th>
<th>Contract Est'd Staff Hours (2 yrs)</th>
<th>Staff Hours this report</th>
<th>Previous Total Staff Hours</th>
<th>Cumulative Staff Hours</th>
<th>Measurement, 2-year goal</th>
<th>Measureable Accomplishments this report</th>
<th>Previous Total</th>
<th>Cumulative Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assist Albemarle County with program development and evaluation</td>
<td>36</td>
<td>7.0</td>
<td>7</td>
<td>7</td>
<td>as needed</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prepare quarterly reports</td>
<td>24</td>
<td>3.0</td>
<td>4.5</td>
<td>7.5</td>
<td>quarterly reports (4 per year)</td>
<td>1</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>

Subtotal Hours: 60 = 3.0 + 11.5 + 14.5

### INVOICE THIS PERIOD

$ 8,328.00

<table>
<thead>
<tr>
<th>TOTAL CONTRACT AMOUNT (2 YEARS)</th>
<th>$ 50,720.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>INVOICED TO DATE (JULY 2014 TO JUNE 2016)</td>
<td>$ 18,936.00</td>
</tr>
<tr>
<td>CONTRACT BALANCE</td>
<td>$ 31,784.00</td>
</tr>
</tbody>
</table>

*MWEE staff billed @$20/hour; all other staff billed @$32/hour
<table>
<thead>
<tr>
<th>Business</th>
<th>Date</th>
<th>Youth Education Program</th>
<th>Adult Education Program</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Albemarle County Public School System</td>
<td>09/11/2014</td>
<td>63</td>
<td>12</td>
<td>Staff: Ida, Frances, Lauriston</td>
</tr>
<tr>
<td>Albemarle County Public School System</td>
<td>09/19/2014</td>
<td>53</td>
<td>8</td>
<td>Staff: Ida, Frances, Lauriston, Dan</td>
</tr>
<tr>
<td>Albemarle County Public School System</td>
<td>09/26/2014</td>
<td>54</td>
<td>8</td>
<td>Staff: Frances, Ida, Dan, Lauriston</td>
</tr>
<tr>
<td>Albemarle County Public School System</td>
<td>10/02/2014</td>
<td>45</td>
<td>10</td>
<td>Staff: Frances, Ida, Lauriston</td>
</tr>
<tr>
<td>Albemarle County Public School System</td>
<td>10/03/2014</td>
<td>107</td>
<td>10</td>
<td>Staff: Ida, Frances, Dan, Lauriston</td>
</tr>
<tr>
<td>Albemarle County Public School System</td>
<td>10/09/2014</td>
<td>74</td>
<td>28</td>
<td>Staff: Ida, Frances, Lauriston</td>
</tr>
<tr>
<td>Albemarle County Public School System</td>
<td>10/10/2014</td>
<td>97</td>
<td>31</td>
<td>Staff: Ida, Frances, Dan, Lauriston</td>
</tr>
<tr>
<td>Albemarle County Public School System</td>
<td>10/17/2014</td>
<td>15</td>
<td>8</td>
<td>Staff: Frances, Ida, Lauriston</td>
</tr>
<tr>
<td>Albemarle County Public School System</td>
<td>04/07/2015</td>
<td>0</td>
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<td>new volunteer orientation</td>
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