

DRAFT Annual Workplan

Kentucky River Watershed Watch

The Kentucky River Watershed Watch (KRWW) Mission Statement:

To support a citizens' monitoring effort to improve and protect water quality by raising community awareness, and supporting implementation of the goals of the Clean Water Act and other water quality initiatives.

Function #1 –Volunteer Training and Communications

Goal: To train citizens in collection of samples for the watershed monitoring effort

KRWW seeks to maintain a core group of volunteer monitors. Training consists of Phase I (introductory training), Phase II (advanced sampling) and sampling recertification every two years (or one year if no sampling occurs).

Objectives & Activities	Timeline	Responsible
<u>Objective 1:</u> Hold, at a minimum, 4 annual Phase I training events and 1 annual Phase II training events.		
Activity 1: Set dates, locations, Identify trainers	Jan	Board
Activity 2 : Advertise/recruit participants	Feb	Contractor or Board Volunteers Needed
Activity 3: Assemble training materials (binders and equip.)	March	Contractor or Board Volunteers Needed
Activity 4: Conduct training including registration and distribution of materials.	Mar-May	Board Volunteers Needed
Activity 5: Help newly trained volunteers select sites	Mar-May	Board Volunteers Needed
<u>Objective 2:</u> Keep trained samplers up to date and involved.		
Activity 1: Maintain database of samplers (certification, chemicals)	Ongoing	Contractor or Board
Activity 2: Notify of need for recertification.	Feb	Contractor or Board
Activity 3: Send replacement chemicals (update inventory log).	March	Contractor or Board
Activity 4: Publish newsletter.	Quarterly	Contractor or Board
Activity 5: Identify ways to keep samplers interested	Ongoing	Board Volunteers Needed
Activity 6: Celebrations and annual Meeting	Annually	Board Volunteers Needed
Activity 7: Answer questions on an on-going basis	Ongoing	Board

Function #2–Sampling

Goal: Sample collection at maximum number of sites - Synoptic Sampling

KRWW organizes sampling events, ensure samplers have the equipment and supplies needed, and that the samples are transported to the laboratory for analysis.

Objectives & Activities	Timeline	Responsible
<u>Objective 1: Plan for sampling events.</u>		
Activity 1: Schedule sampling events for year	Jan	Board
Activity 2: Contact laboratories with proposed dates.	Jan	Contractor or Board
Activity 3: Advertise/recruit participants	Feb	Contractor or Board
<u>Objective 2: Identify samplers participating.</u>		
Activity 1: Contact and request RSVP	Mar/May/Aug	Contractor or Board Volunteers Needed
Activity 2: Follow-Up	Mar/May/Aug	Contractor or Board Volunteers Needed
Activity 3: Send list of participating samplers to each Area Coordinator.	Mar/May/Aug	Contractor or Board
Activity 4: Update spreadsheet and notify lab of number of bottles needed.	Apr/June/Aug	Contractor or Board
<u>Objective 3: Distribute materials (sample bottles, paperwork).</u>		
Activity 1: Prepare materials (this includes inventory of materials and reordering).	Apr/June/Aug	Contractor or Board
Activity 2: Assemble materials and mail.	May/Jul/Sep	Contractor Volunteers Needed
<u>Objective 4: Assist samplers on the day of the event.</u>		
Activity 1: Be available for questions.	May/Jul/Sep	Area Coordinator
Activity 2: Help with transport to laboratory.	May/Jul/Sep	Area Coordinator Volunteers Needed

Function #3– Data Management

Goal: Disseminate water quality data to samplers and prepare annual report

Oversight: Data advisor

KRWW provides data to the volunteers and prepares an annual report of data

Objectives & Activities	Timeline	Responsible
Objective 1: Organize data.		
Activity 1: Maintain database.	Jun/Aug/Oct	KWRRRI
Activity 2: Coordinate with KGS on database updates.	Jun/Aug/Oct	KWRRRI
Activity 3: Notify samplers of data availability.	Jun/Aug/Oct	KWRRRI
Objective 2: Report data annually.		
Activity 1: Prepare annual report.	Oct – Dec	KWRRRI
Activity 2: Distribute annual report.	Jan	KWRRRI
Activity 3: Present annual report.	Jan	KWRRRI
Objective 3: Produce trend reports.		
Activity 1: Prepare 5 year reports.	Every 5 years	KWRRRI
Activity 2: Prepare 10 year reports	Every 10 years	KWRRRI

Function #4–Translate Water Quality Data to Action

Goal: To facilitate and help implement actions to address the water quality issues identified through citizen sampling.

KRWW strives to do this in a variety of ways, including encouraging citizen action through the development of Citizen Action Plans, fostering better understanding of the issues through additional in-depth water quality monitoring studies of particular sites and by encouraging state agency action by providing agencies the data for use in watershed planning and other program implementation efforts.

Objectives & Activities	Timeline	Responsible
Objective 1: Inform samplers of the opportunity for Citizen Action Plan.		
Activity 1: Notify samplers.	Newsletter	Contractor or Board
Activity 2: Prepare guidance materials to get started.		Board Volunteers Needed
Objective 2: Assist with Citizen Action Plan.		
Activity 1: Select of sampling sites.		Board
Activity 2: Identify funding for analysis.		Board
Activity 3: Select sampling dates.		Board
Objective 3: Create Citizen Action Plan.		
Activity 1: Develop QAPP, if needed.		Samplers & Board
Activity 2: Develop draft plan.		Samplers
Activity 3: Review by Board.		Board
Focus vs. focused sampling		

Function #5– Fundraising and Financial Management

Goal: Secure proper funds for volunteer training, sampling, and other functions of KRWW

Oversight: Board

Objectives & Activities	Timeline	Responsible
<u>Objective 1: Ensure solvency.</u>		
Activity 1: Prepare annual budget.	Oct	Treasurer with approval of Board
Activity 2: Regular updates to Board.	Each Full Board Meeting	Board Volunteers Needed
<u>Objective 2: Raise needed funds.</u>		
Activity 1: Determine specific fund-raising goal.	Nov	Executive Board
Activity 2: Prepare fund-raising plan.	Nov.	Executive Board
Activity 3: Prepare applications or requests.	Dec	
Activity 4: Follow up on requests.	As needed	
Activity 5: Prepare needed reports during grant.	As needed.	
<u>Objective 3: Create a KRWW membership program.</u>		
Activity 1: Define membership (categories, benefits)	Nov	Executive Board
Activity 2: Establish data tracking systems.	Nov	Executive Board
Activity 3: Create member prospect lists.	Dec	
Activity 4: Send out membership mailings.	As needed	
Activity 5: Establish a member renewal system.	As needed	

Function #6– Organizational Management and Miscellaneous

Goal: Maintain a properly functioning Board

Objectives & Activities	Timeline	Responsible
<u>Objective 1: Hold regular meetings.</u>		
Activity 1: Establish dates and locations.	Monthly	Chair
Activity 2: Notify board members.	Monthly	Secretary
Activity 3: Prepare agenda.	Monthly	Chair
Activity 4: Take and distribute minutes.	Monthly	Secretary
<u>Objective 2: Expand membership base.</u>		
Activity 1: Recruit new members.	Ongoing	Board Volunteers Needed
<u>Objective 3: Produce annual Work Plan.</u>		
Activity 1: Update annual Work Plan.	Oct	Board
<u>Objective 4: Ensure tasks are completed.</u>		
Activity 1: Hire contractors and assign tasks.	Nov	Board
<u>Objective 5: Fulfill basin responsibilities for Watershed Watch in Kentucky (WWKY).</u>		
Activity 1: Prepare reports and attend WWKY meetings.	As needed	ICC Rep
<u>Objective 6: Strengthen the Board and the KRWW organization.</u> - Review Mission Statement language, edit as needed and familiarize all Board members with it. - Finalize KRWW bylaws. - articulate in writing Board roles and responsibilities. - decide whether decision-making body will be referred to as a SC or a Board. - establish committees or ad-hoc workgroups as needed to implement this plan.		