

Attachment A



The **UWRWMA Coordinator**, hired through Northeast Iowa RC&D will be responsible for the following tasks as time and funding allow.

Goal Amount: \$18,000/year

- **Task 1: Coordinate and Facilitate UWRWMA Quarterly and Annual Board Meetings**
 - Work with UWRWMA Board Chair to develop and distribute agendas, which are by law required to be publicly posted by members
 - Record and distribute UWRWMA Board minutes
 - Help the UWRWMA Board track and manage appointed representatives, reappointments, and contact information
- **Task 2: Coordinate and Facilitate UWRWMA Executive Committee and Other Committee Meetings as Assigned**
- **Task 3: Support and Represent the UWRWMA Board at Statewide Meetings and Conferences**
 - Prepare and provide supporting materials and presentations for UWRWMA Board members as needed
 - Attend and present on behalf of the UWRWMA Board as needed
 - Attend meetings as the UWRWMA Coordinator: WMA Coordinators from all Iowa WMAs are asked to attend and report or present at *WMAs of Iowa* meetings and Iowa DNR statewide WMA meetings (the WMA Coordinator is a designated voting member)
 - Attend and present as needed at other statewide meetings held by partners, including but not limited to meetings of potential funders for WMAs, SWCDs, cities and counties.
 - Attend and present at other conferences (Conference organizers who bring together our partner entities such as ISAC, Iowa League of Cities, Iowa Water Conference, etc., have asked us to develop presentations and present at their conferences.)
- **Task 4: Website Maintenance for www.upperwapsi.org, the UWRWMA's Main Communication Method**
 - Post agendas and minutes, news and events relevant to the UWRWMA or Iowa WMAs
 - Maintain website functionality and update data and maps as needed
- **Task 5 Grant Identification (up to 2 per year)**
 - Research and identify grants that fit priorities of the UWRWMA Board as detailed in the Resiliency Plan
 - Maintain a Data Base of potential grants for the UWRWMA Board
 - Distribute information about potential grants to the WMA members at WMA Board meetings
 - Work with UWRWMA Board and/or committees to identify specific priority grants
- **Task 6 Grant Proposal Development and Coordination**
 - Work with the UWRWMA Executive Committee to identify priority project goals, areas, and potential partners for specific grants
 - Identifying and secure matching funds for grants as needed
 - Develop proposal narratives and required documents to complete and grant applications
 - Submit grant applications through state and federal grant submission programs and other means
- **Task 7: Coordinate Yearly Upper Wapsipinicon River Watershed water sampling efforts**
 - Includes cost of analysis for 21 sampling sites throughout the Upper Wapsipinicon River Watershed
 - Work with UWRWMA Partners in each county to continue water sampling efforts by organizing volunteers
 - Develop a yearly water quality report from water sampling data results
 - Update water quality database on the Upper Wapsi WMA website.
- **Task 8: Grant Proposal Development for Member Entities (up to 3 per year)**
 - Work with the UWRWMA member entities to identify priority project goals, areas, and potential partners for specific grants
 - Identifying and secure matching funds for grants as needed
 - Develop proposal narratives and required documents to complete and grant applications
 - Submit grant applications through state and federal grant submission programs and other means

Note: Competing grant applications from WMA member entities will be prioritized by the WMA board

• **Task 9: Coordinate Watershed Outreach**

- Develop presentations, and promotional materials for distribution by WMA Members and Watershed Coordinator
- Develop a Quarterly Newsletter that outlines WMA tasks, watershed news and up-coming events.
- Attend City Council, Commissioner, and Supervisor meetings as requested to inform WMA member entities about WMA activities, implementation progress and partnership opportunities.
- Work with the WMA board to design, determine location and develop a funding strategy for watershed boundary signage throughout the Upper Wapsipinicon River Watershed.

