

EXHIBIT A

AGREEMENT FOR VENTURA COUNTY COASTAL CLEANUP DAY LEAD COORDINATOR AND FISCAL SPONSORSHIP SERVICES

SCOPE OF WORK

Annual Ventura County Coastal Cleanup Day Services and Duties

Consistent with the Agreement, VCRCD shall annually perform and/or provide the following Ventura County Coastal Cleanup Day work, services, duties, and tasks:

Lead Coordinator Scope of Work

- Coordinate with Watershed Protection District (WPD) to develop a preliminary schedule of milestones and activities for the Ventura County Coastal Cleanup Day (CCD)
- Serve as main point of contact CCD and liaison between the CCD Steering Committee and the State Coastal Commission (SCC)
- Facilitate and coordinate meetings with the CCD Steering Committee
- Track progress of CCD Steering Committee members and be available to assist members to ensure they fulfill their duties and responsibilities
- Update and manage the cleanup day location(s) and Site Captain contact lists
- Update and manage the cleanup materials list and place order with SCC
- Coordinate with California State University Channel Islands (CSUCI) for materials delivery
- Coordinate with CSUCI and Site Captains to schedule and facilitate materials disbursement
- Coordinate with the District to maintain and update the CCD website
- Receive event day statistics from Site Captains and report preliminary numbers to SCC
- Place print and radio advertisements with vendors as requested by CCD Steering Committee
- Maintain CCD records, meeting notes, material spreadsheet, site location list, and other pertinent information

Fiscal Sponsorship Scope of Work

- Track and process CCD revenue and expenditures and submit invoices to the CCD Steering Committee
- Maintain CCD vendor, billing, invoice, and audit files
- Assist CCD Steering Committee with updates to CCD financial records and reports
- Provide updates to VCRCD Board of Directors

Coastal Cleanup Day Project Administration Scope of Work

- Supervise and coordinate with Coastal Cleanup Day Coordinator (VCRCD personnel)
- Track and process personnel payroll and expenditures and submit invoices to WPD
- Maintain personnel billing, invoicing, and audit files
- Update VCRCD financial records and reports
- Provide updates to VCRCD Board of Directors