The Bay Area Water Supply and Conservation Agency (BAWSCA) is proud to partner with our member agencies to offer the **FALL 2016 Landscape Education Program**. This Program includes a series of Lecture Classes and Hands-On Workshops that are 2 to 3 hours long, and are offered free of charge to residents and professional landscaping service providers within the BAWSCA service area. The Landscape Education Program introduces attendees to the concepts of water-efficient landscaping using California Natives and drought-tolerant plants and water-efficient irrigation system design, operation, and maintenance.

A detailed description of Lecture Classes and Hands-On Workshops and the roles of BAWSCA and of the partnering agencies in offering a Lecture Class or Hands-On Workshop is provided in Attachments A and B.

Member agencies who wish to partner with BAWSCA in this Program should complete and sign this Partnership Agreement with its pertinent attachments. Please return the completed Partnership Agreement and pertinent attachments to BAWSCA, attention Andree Johnson, no later than August 5, 2016.

1. **NAME OF AGENCY:** City of Menlo Park
2. **BILLING ADDRESS:** 701 Laurel St., Menlo Park, CA 94025
3. **CONTACT PERSON:** Vanessa Marcadejas
4. **PHONE:** (650) 330-6768
5. **FAX:**
6. **E-mail:** vamarcadejas@menlopark.org

<table>
<thead>
<tr>
<th>TOPIC</th>
<th>DATE &amp; TIME</th>
<th>LOCATION</th>
<th>FORMAT AND BUDGET IF APPLICABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Composting for Healthy Soil and Water Efficiency</td>
<td>9/10/16 9am-12pm</td>
<td>Oak Room, Arrilaga Recreation Center, 700 Alma St. Menlo Park</td>
<td>$560</td>
</tr>
<tr>
<td>2. Designs in Landscape Architecture</td>
<td>9/24/16 9am-12pm</td>
<td>Oak Room, Arrilaga Recreation Center, 700 Alma St. Menlo Park</td>
<td>0</td>
</tr>
<tr>
<td>3. Graywater</td>
<td>10/15/16 9am-12pm</td>
<td>Oak Room, Arrilaga Recreation Center, 700 Alma St. Menlo Park</td>
<td>$560</td>
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<tr>
<td>4. Irrigation Systems, Install Repair, and Maintenance</td>
<td>10/22/16 9am-12pm</td>
<td>Oak Room, Arrilaga Recreation Center, 700 Alma St. Menlo Park</td>
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<td>5. Water-Efficient Edibles</td>
<td>11/5/16 9am-12pm</td>
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**7. MAXIMUM NOT TO EXCEED BUDGET** (inclusive of all applicable charges): $2,240

By submitting this form, the agency agrees to fulfill the participating agency role as defined in Attachment A and, if applicable, Attachment B, and pay the maximum not to exceed budget specified in item 7. BAWSCA will invoice agencies for actual cost of materials and services rendered for a Hands-on Workshop. The agency also agrees to cooperate with BAWSCA generally in administering the Program.

**Signature of authorized representative**

Chip Taylor, Assistant City Manager  
Date: 8/4/16

**Name:** Vanessa Marcadejas, Senior Sustainability Specialist  
**[Please print name & Title]**
# WORKSHEET

**IDENTIFICATION OF PARTNERING AGENCY’S PREFERRED TOPIC, DATE/TIME, CLASS FORMAT, AND AVAILABLE BUDGET FOR PARTICIPATING IN BAWSCA’S LANDSCAPE EDUCATIONAL PROGRAM**

<table>
<thead>
<tr>
<th>TOPIC</th>
<th>DATE &amp; TIME</th>
<th>Class / Hands-on Workshop Capacity (# of attendees)</th>
<th>Lecture Class (A)</th>
<th>Combination of Lecture Class with Mini Hands-on Workshop ($16/attendee) (B)</th>
<th>Hands-on Installation Workshop to be held at Host Agency Site (C)</th>
<th>Total Budget for Class/Workshop</th>
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<td></td>
<td>$0</td>
<td>$</td>
<td>$</td>
<td>$2,240</td>
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A. BAWSCA does not invoice the Partnering Agency for any plant or other materials costs.

B. BAWSCA will invoice the Partnering Agency for actual plant or other materials costs. An estimated cost of $16/attendee (registered or walk-in) for a Combination Lecture Class and Mini Hands-on Workshop is based on the following estimate:

- Plants: $13.00
- Potting Soil: $1.50
- Mychorhizae and pebbles: $1.00
- Contingency: $0.50

**Total estimated cost: $16.00**

C. Please include your agency’s available budget to conduct a Hands-on Installation Workshop. Total costs can be negotiated with BAWSCA and the Service Provider(s) and will depend on, but are not limited to, the following factors:
- Site Condition
- Partnering Agency’s objective for the site
- Design services.
ATTACHMENT A
Roles of BAWSCA and Partnering Agency for Each Class/Workshop Format

LECTURE CLASS

Lecture Classes are classes held indoors. The facility provided for the class should have Audio-Visual (AV) capability, access to a restroom, and be able to support a minimum class size of 15. BAWSCA does not invoice the partnering agency for any plant or other materials costs.

BAWSCA’s Role:
1. Provide and compensate instructors
2. Provide up to $100 worth of demonstration plants or irrigation materials to be raffled off to attendees at the end of class, if applicable
3. Develop Lecture Class schedule
   a. Match up instructors with agency date availability and choice of topic
   b. Secure date and topic with instructors
4. Coordinate Lecture Class registrations via phone or website
5. Develop template for regional program outreach materials for distribution to partnering and supporting agencies
6. Develop PowerPoint presentation that includes instructor introduction, connection of the Lecture Class objective with the need to conserve water, and a description of BAWSCA and the regional conservation programs
7. Conduct regional advertising and outreach
8. Reimburse refreshment purchases up to $75 per class
9. Develop customer participation survey and tabulate survey responses

Partnering Agency’s Role:
1. Select a Lecture Class date and topic
2. Provide and secure venue and materials needed for the Lecture Class
3. Responsible for local promotion of the Lecture Class(es) that the agency is hosting (i.e., outreach to water customers and others using BAWSCA template or materials developed in-house including bill inserts, newsletter, website, etc.)
4. Purchase and coordinate refreshments for Lecture Class
5. Provide staff member(s) who will:
   a. Work with BAWSCA to coordinate the schedule and the topic for the Lecture Class
   b. Coordinate the set-up, breakdown, and clean-up of the venue, AV needs for the instructor, and handout materials
   c. Coordinate reminder calls/emails to registrants
   d. Be present on the day of the Lecture Class to:
      • complete setup, breakdown, and clean up
      • accept refreshment deliveries or pick up refreshments
      • introduce the instructor and the agency
      • manage the class/workshop flow
      • state the connection of the Lecture Class objective with the need to conserve water
ATTACHMENT A
Roles of BAWSCA and Partnering Agency for Each Class/Workshop Format

COMBINATION LECTURE CLASS AND MINI HANDS-ON WORKSHOP

Combination Lecture Class and Mini Hands-On Workshop involve instruction and application of water-efficient landscape practices in a plant container in an indoor classroom type environment. The objective of this workshop is to provide participants hands-on experience applicable to the landscape, in a contained setting and enables an agency to offer hands-on instruction without having to provide an outdoor site. Attendees are asked to bring their own decorative containers, no bigger than 14" opening x 14" deep.

The facility provided for the class should have Audio-Visual (AV) capability, have access to a restroom, allows for plants and planting materials to be handled in the premises, and be able to support a minimum class size of 15. BAWSCA will invoice the partnering agency for plant and other materials costs up to the total budget specified in in the Worksheet that is attached to the Participation Agreement.

BAWSCA’s Role:
1. Provide and compensate instructor
2. Provide up to $100 for purchase of additional materials to support increased class enrollment if customer demand is exceeding agency budget and partnering agency agrees
3. Develop Lecture Class and Mini Hands-On Workshop schedule
   a. Match up instructors with agency date availability and choice of topic
   b. Secure date and topic with instructors
4. Coordinate Lecture Class and Mini Hands-On Workshop registrations via phone or website
5. Develop template for regional program outreach materials for distribution to partnering and supporting agencies
6. Develop PowerPoint presentation that includes instructor introduction, connection of the Lecture Class objective with the need to conserve water, and a description of BAWSCA and the regional conservation programs
7. Conduct regional advertising and outreach
8. Reimburse refreshment purchases up to $75 per Lecture Class and Mini Hands-On Workshop.
9. Develop customer participation survey and tabulate survey responses

Partnering Agency’s Role:
1. Select the Lecture Class and Mini Hands-On Workshop topic and date
2. Provide and secure venue and materials needed for the Lecture Class and Mini Hands-On Workshop
3. Responsible for local promotion of the Lecture Class and Mini Hands-On Workshop that the agency is hosting (i.e., outreach to water customers and others using BAWSCA template or materials developed in-house including bill inserts, newsletter, web, etc.)
4. Purchase and coordinate refreshments for Lecture Class and Mini Hands-On Workshop.
5. Provide staff member who will:
   a. Work with BAWSCA to coordinate the schedule and the topic for the Lecture Class and Mini Hands-On Workshop.
   b. Coordinate the set-up, break-down and clean-up of the venue, AV needs for the instructor, and handout materials
   c. Coordinate reminder calls/emails to registrants
   d. Be present on the day of the Lecture Class and Mini Hands-On Workshop to:
      • complete setup, breakdown, and clean up
      • accept refreshment deliveries or pick up refreshments
      • introduce the instructor and the agency
      • manage the class/workshop flow
      • state the connection of the Lecture Class and Mini Hands-On Workshop objective with the need to conserve water
6. Pay for the costs of materials for the Lecture Class and Mini Hands-On Workshop, up to the total budget included in the Worksheet that is attached to the Participation Agreement. Agencies can choose to limit the number of attendees to ensure a manageable class size, therefore providing attendees the best possible learning experience. A size of 35 attendees has proven to be manageable and cost effective.
ATTACHMENT A
Roles of BAWSCA and Partnering Agency for Each Class/Workshop Format

HANDS-ON INSTALLATION WORKSHOP TO BE HELD A HOST AGENCY SITE

Hands-on Workshops involve the conversion of an outdoor landscape site to a water-efficient demonstration garden. The objective of the Hands-on Workshop is to directly engage participants in developing a water-efficient demonstration garden that will provide lasting value to the hosting agency and the attendees. The roles of BAWSCA and Partnering Agency are listed below. In addition, Attachment B presents a sample agreement that reflects the type of agreement that would need to be signed by BAWSCA and the Partnering Agency.

The site provided for the Hands-on Workshop should have access to a restroom and be able to support a minimum class size of 15. BAWSCA will invoice the partnering agency for plant and other materials costs up to the total budget specified in the Worksheet that is attached to the Participation Agreement.

Additional requirements specific to a particular workshop are presented in Attachment B if appropriate.

BAWSCA’s Role:
1. Provide and compensate instructor
2. Provide up to $100 for purchase of additional materials needed to support the successful implementation of the workshop, or as provided for Lecture Classes.
3. Develop Hands-On Workshop schedule
   a. Match up instructors with agency date availability and choice of topic
   b. Secure date and topic with instructors
4. Coordinate Hands-On Workshop registrations via phone or website
5. Develop template for regional program outreach materials for distribution to agencies
6. Develop PowerPoint presentation that includes instructor introduction, connection of the Hands-on Workshop objective with the need to conserve water, and a description of BAWSCA and the regional conservation programs
7. Conduct regional advertising and outreach
8. Reimburse refreshment purchases up to $75 per Hands-On Workshop.
9. Develop customer participation survey and tabulate survey responses

Partnering Agency’s Role:
1. Select the Hands-On Workshop topic and date
2. Provide and secure venue and materials needed for Hands-On Workshop
3. Responsible for local promotion of the Hands-On Workshop that the agency is hosting (i.e., outreach to water customers and others using BAWSCA template or materials developed in-house including bill inserts, newsletter, web, etc.)
4. Purchase and coordinate refreshments for Hands-On Workshop.
5. Provide staff member who will:
   a. Work with BAWSCA to coordinate the schedule and the topic for the Hands-On Workshop
   b. Coordinate the set-up, break-down, and clean up of the venue, AV needs for the instructor, and handout materials
   c. Coordinate reminder calls/emails to registrants
   d. Be present on the day of the Hands-On Workshop to:
      • complete setup, breakdown, and clean up
      • accept refreshment deliveries or pick up refreshments
      • introduce the instructor and the agency
      • manage the class/workshop flow
      • state the connection of the Hands-On Workshop objective with the need to conserve water
6. Pay for the costs of services and materials for the Hands-On Workshop as specified in Attachment B.
7. Maintain the landscape used for the Workshop as a positive example of water-efficient landscaping. This includes maintaining the plantings installed during the Workshop.