

Prince William County  
**TRAILS AND BLUEWAYS COUNCIL**

Advisors to the Board of County Supervisors

Meeting Minutes

June 27, 2023; 6:30 PM

**Approved by the T&BC on August 22, 2023**

Attendance

District	Appointee	Present (in person)	Present (virtual)	Absent
At Large	Amy Latalladi-Fulton			✓
	Bill McCarty	✓		
Brentsville	Tom Coyle			✓
	Liz Cronauer	✓		
Coles	Mike DePue			✓
	Joe Marshall	✓		
Gainesville	Duane Martin	✓		
	VACANT			
Neabsco	Jason Williams	✓		
	Rich Wilson			✓
Potomac	Raheel Sheikh		✓	
	VACANT			
Occoquan	Eileen Sheridan	✓		
	Neil Nelson	✓		
Woodbridge	David Brickley			✓
	Lynda Silverstrand	✓		

Staff persons Patti Pakkala, Eugene Loew, John Simpkins, and DPRT Deputy Director Janet Bartnik were present. Bryce Barrett, and Yolanda Hipski attended virtually.

**Call to Order**

The meeting was called to order by Liz Cronauer at 6:30 PM.

**Pledge of Allegiance**

**Administrative:**

- May 23, 2023, T&BC minutes were approved through a motion by Eileen and seconded by Jason.
- June 7, 2023, PHNST Subcommittee minutes were approved through a motion by Eileen and seconded by Jason.

- Yolanda Hipski from planning was introduced. She is the Bike and Pedestrian coordinator for Planning and works on Long Range plans including the 2040 Comprehensive Plan. She is a licensed landscape architect, grew up in Fairfax, and previously worked in Southern Maryland. She has been at Planning for 1 month. With her arrival, Bryce Barrett continues with the Department of Transportation.
- Janet reported on her look at the remote voting at meetings as done by the Historical Commission. Members who want to participate remotely need to file with the chair before the meeting. There are only certain reasons that may be used. Then those present at the meeting vote to allow the member's participation. There must be a quorum present prior to adding anybody virtually. If one is not allowed to participate, they must keep their microphone and camera turned off during the meeting. If they are allowed to participate, they may contribute and vote in any resolutions. If there is not a quorum present, then any such published meeting is considered a workshop and no votes may be taken. Each person may be remote no more than 25% of the year's meetings. This translates to 3 meetings during a typical T&BC year.
- Members were asked to review the remote resolution and procedures with action targeted for the July meeting. Send any questions to Janet for distribution. If adopted, this remote approach will go in affect for that meeting.

#### **Citizen's Time.**

- Charlie Grymes was present but did not have any comments during citizen's time.

#### **County Agency Representatives**

##### **PWC Department of Parks, Recreation and Tourism.** Patti Pakkala, Janet Bartnik

- For Powell's Creek Crossing, the selection of the consultant is underway. There should be approval sent to the BOCS soon. Hope to have an accepted bid in place for the design by the end of the summer.
- The Digital Gateway applications are continuing through the review process. Patti reminded the T&BC that the 2040 Comprehensive Plan is only a guiding document, and the real final decisions are made during rezoning negotiations. The data companies are talking and coordinating their efforts. Patti said there are some things being said in the news about what is in plan and not that are not true. Also, some of the land of the Digital Gateway is not covered in the current rezonings. She showed some of the current discussion points on maps of the digital gateway. Working meetings continue between staffers and developers.
- Janet provided the following for best ways to stay informed of pending cases:
  - This link provides you with a link to a map illustrating active cases in the queue:
    - <https://gisweb.pwcva.gov/webapps/pendingcases/>
  - You can track if a case to see if it is going before the Planning Commission or the BOCS via the Development Application Processing Schedule linked here:
    - <https://www.pwcva.gov/department/planning-office/pending-planning-cases>
  - You may submit written comments here:
    - <https://www.pwcva.gov/department/planning-office/rezonings-proffer-amendments>
  - As always, if you have concerns relating to a pending planning case, you may also:
    - share your concerns/comments with Patti or Bryce who can take your comments under advisement when formulating staff comments on the case
    - let your respective Supervisor know what you'd like to see in the application
- Patti will be out and unreachable July 5<sup>th</sup> through the 17<sup>th</sup>.

- Eugene Loew handed out a new Volunteers in Parks Policy and a Stewardship Agreement for setting up projects with volunteers. These are both attached to these minutes. The plan is to get these signed by Seth and approved to use at the DPRT level and then adjust them as experience using them is gained. A waiver only needs to be signed once. There are to be no pay or special privileges for those covered by the Stewardship agreement. Background checks will be paid by the county as required. Insurance is required – smaller groups need to work under larger group umbrellas with insurance in place.

**PWC Transportation.** Bryce Barrett

- VDOT is heading the VDOT Regional Biking Study. The working group has been asked for data. A timeline was shown. By the end of the summer, the unconstructed trails network should be defined. This will be followed by rolling up cost estimates for completion.
- It was reported that the BOCS approved Transportation Alternatives Program updates earlier in the day which included 7 projects. These require 20% local dollars to get the federal dollars. Next up is to prepare the applications. Bryce promised to send the T&BC the BOCS Resolution (#23-297) which has the list of TAP projects.
- \$1M in funding for bike and pedestrian parts for the Safety Action Plan were also approved by the BOCS earlier in the day. This is in conjunction with Manassas Park. The T&BC was invited to provide a member – Bill McCarty volunteered.
- Updated status on the Tanyard Sidewalk project was provided.

**Presentations/Reports.**

**Blueways Opportunities.** Mike DePue

- Mike was unable to attend the meeting and this agenda item was pushed to the July T&BC meeting.
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**PHNST Subcommittee.** Jason Williams

- Jason reported great traction in the many results being captured.
- He mentioned ground truth being done from Leesylvania to Route 1 and the Boardwalk crossing (Gaps 23-25)
- The spreadsheet capturing results is growing – this was presented by Liz to the GPWTC at their meeting earlier in the month.
- There was discussion about how to talk to VDOT about going under the I-95 bridge. Neil will draft the question and Eileen will get it to VDOT.
- The next subcommittee meeting is scheduled for August 9<sup>th</sup> at 1 PM in the Hellwig Parks Building.

**Organization Representatives' Time**

**Greater Prince William Trails Coalition (GPWTC).** Eileen Sheridan, Vice Chair, Neil Nelson, Secretary

- The June quarterly meeting was well attended – 25 to 30 people in person and more virtually. Several people went biking on the PHNST after the meeting.
- The next quarterly meeting will be in October and be in conjunction with the annual NVRC Trails Summit.

**Prince William Trails & Streams Coalition (PWTSC).** Neil Nelson

- On July 9<sup>th</sup> there will be a second Sunday hike on the Broad Run Trail.
- The Occoquan Greenway workday occurred on June 18<sup>th</sup>.
- The Occoquan cleanup is scheduled for September 23<sup>rd</sup>.
- The Adopt a Trail Program now has all trails covered. However, there is no published list of the trails or who are adopting them.
- PWTSC is sponsoring some Eagle Scout projects including the first for a female member.

**Mid Atlantic Off-Road Enthusiasts (MORE).** Jason Williams

- MORE is sponsoring a family oriented SMORES program to show how to ride a bike and perform bike maintenance for new riders. More SMORES rides have occurred with the next two on July 11<sup>th</sup> and 18<sup>th</sup>.
- There has been lots of work on James Long Park.
- 75 people took part in a county-sanctioned cross-country mountain bike race on June 16<sup>th</sup> – this raised \$1500 for trails at James Long Park. Jason will give feedback on this at a future meeting.

**Members' Time:**

- Amy:
  - Not present.
- Bill:
  - No comments.
- David:
  - Not present.
- Duane:
  - The county completed the crossing at Silver Lake Park and MORE completed the work on all crossings at James S. Long Park. He showed pictures of the completed crossings and showed a sign warning about some deep mud at a creek crossing prior to the fixes. He reports that certain rocks are slippery for horses, but most crossings appear to be erosion resistant.
- Eileen:
  - Eileen discussed the 123 / Old Bridge intersection and how some local businesses are trying to move this forward without wiping out businesses as first planned. She showed a diagram with three levels of overpass and various sidewalks and shared use paths. Some were too small for typical use and need modifications.
  - Eileen asked about placing our approved resolutions on the website. Janet said she would check. Joe mentioned that signed resolutions are included in the approved minutes – Res 23-1 and 23-2 are in the March 28<sup>th</sup> minutes and Res 23-3 is in the May 23<sup>rd</sup> minutes.
- Jason:
  - Jason will be out July 5<sup>th</sup> through the 22<sup>nd</sup>.
- Joe:
  - Asked about when the section of the Occoquan Greenway with the new bridge would be open and whether there would be any “opening” ceremony. He was told Fall.
  - Joe was pleased to see the pedestrian / bike bridge over Route 234 taking shape at the Brentsville interchange.
  - Joe reported that as part of a week’s trip to the San Juan Islands, his group rented E-bikes and were quite happy with them.
- Liz:
  - Liz discussed a topic that came up at the GPWTC meeting, that is how to work into the process of roads crossing streams having trail underpasses included. She recommended

that each member identify locations and then get support. This could be a future agenda item.

- Lynda:
  - Lynda reported that a bench is now in place for people to observe the Bandalong. It was made from recycled grocery bags. She has found help cleaning the Bandalong when needed.
- Mike:
  - Not present.
- Neil:
  - Neil reported that he tried out the boat launch at Neabsco Boardwalk using a kayak cart for the trip from the parking lot to the launch site, and paddled Neabsco creek both up and down stream. He observed that the water coming from the Sewage Treatment Plant was especially clean – he could see many fish there. DPRT is planning to develop or make improvements to the launch site at the boardwalk, but the parking lot is 1/4 mile away. Not everyone will be able to carry a boat from the lot to the water.
- Raheel:
  - No comments.
- Rich:
  - Not present.
- Tom:
  - Not present.

**Meeting Recap:**

- None

**Next meeting agenda items:**

- Janet: Virtual Meeting Resolutions
- Mike: Blueways Opportunities
- Agenda items for the July meeting should be forwarded to Liz, Amy, or Joe by July 11<sup>th</sup>.

**Next meetings:**

At Hellwig: PHNST Subcommittee – August 9<sup>th</sup> at 1 PM

At Hellwig: Full T&BC – July 25<sup>th</sup> at 6:30 PM.

**Adjourn:** The meeting adjourned at 8:41 PM based on motion by Bill, second by Lynda.



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Recreation, and  
Tourism**

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June 19, 2023

**Subject:** Volunteers in Parks Policy

No:  
13-EXC-XXX-1

**100 INTRODUCTION**

Volunteering is a tradition that has an immeasurable impact on communities, organizations, and individuals throughout the country. Volunteers are integral to the success and function of the Prince William County Department of Parks, Recreation, and Tourism (DPRT). DPRT's Volunteers-In-Parks (VIP) Program can accept and use voluntary help and services from the public in a way that is mutually beneficial to Prince William County, the volunteers, their group, or an organization.

Through the VIP Program, DPRT works together with communities to engage people of all ages and backgrounds in meaningful and mutually beneficial volunteer opportunities. All volunteers are accepted from the public in accordance with the county's anti-discrimination policy (PWC Personnel policy, Section 3.3 Protection from Discrimination and Harassment) Under this policy, volunteers may be recruited without regard to hiring regulations because they are not Prince William County employees.

**100.1 PURPOSE**

This policy is intended to assist in the management of the DPRT VIP Program and will provide direction to DPRT staff who are responsible for and involved in implementing the VIP Program in parks and programs.

**100.2 SCOPE**

The scope of this policy shall cover all DPRT operations utilizing volunteer services.

**100.3 AUTHORIZATION**

This policy is authorized by the Director of Parks, Recreation, and Tourism (DPRT Director).

**100.4 APPLICABILITY**

This policy applies to all DPRT staff and volunteers, including volunteers of partner organizations when performing volunteer work on behalf of DPRT or on DPRT property.

**100.5 RESPONSIBILITY**

The DPRT Director or his/her designee shall retain authority over the VIP Program. The DPRT Director understands each division may have specific responsibilities for their volunteers and he/she has delegated authority to each division head to oversee their division's volunteers.

This policy shall be used as a guide for the development of each division's VIP Program and must be followed. Any deviation from this guide must be approved by the DPRT Director.



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When there is no DPRT Volunteer Manager or the position is vacant, division heads (hereafter known as Executive Team members) or their designees are to fulfill the role of Volunteer Manager for their division.

The policies and procedures needed to operate an effective, consistent volunteer program are documented in this policy. Unique circumstances within divisions, however, require Executive Team members to develop additional policy to manage their volunteers. Therefore, each Executive Team member must establish policies on their engagement of volunteers as an organizational strategy, integral to the function and success of the DPRT. These divisional policies are an extension of this policy and should include the division's standard operating procedures. Divisional policies are authorities delegated to manage each division's volunteers for which they are accountable, and should include requirements and guidance for:

- Position management (including certification of volunteer position descriptions)
- Working with vulnerable populations
- Onboarding process
- Orientation and training
- Uniform management and disposal
- Allowable expense types and limits for reimbursements (e.g., cap on per diem)
- Limited liability and/or thresholds for volunteer use of personal property
- Awards and recognition
- Termination

Divisional policies are tailored to the division's or program's management of its volunteer workforce within the parameters of applicable laws, regulations, and policies, and should be created through a local strategic planning process involving representation of the various involved parties across the DPRT.

#### **100.6 EXCEPTIONS**

Exceptions to this policy must be approved in writing from the DPRT Director or their designee.

#### **100.7 DEFINITIONS**

**Volunteer** - A volunteer is an individual who performs service under a current, signed individual or group Volunteer Service Agreement without promise, expectation, or receipt of compensation for services rendered, provided such service lies within the scope of statutes authorizing the department's use of volunteers. Volunteers are members of the public and are not considered employees. While volunteers are not county employees, the same



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workplace policies apply such as facility access, anti-harassment, ethics, standards of performance, and safety.

**Volunteer Management** – Volunteer management is the strategic management of volunteer resources, and entails volunteer engagement, coordination, and administration.

**Service Description** – This policy covers all volunteer services provided on behalf of DPRT. Such services include, but are not limited to, trail work, park and trail monitoring, recreation programs, administration, unpaid internships, litter and trash removal, and interpretive programs.

**Volunteer Service Agreement** - This document governs the relationship between DPRT and all individual volunteer representing themselves or an organization. It includes the description, terms, and conditions of the service to be provided. This may also be referred to as a “Service Agreement or Volunteer Application.”

**Volunteer Manager** - The Volunteer Manager, or appropriate Executive Team member in the absence of a dedicated DPRT-wide Volunteer Manager, develops and operates the DPRT volunteer program, matching individual and group volunteers with the needs of DPRT pertaining to a particular park or program. He/she is the primary point of contact for the program and will assist each executive team member with the day-to-day oversight of the program. Volunteer Managers perform the following tasks:

- Assist staff with assessing needs and identifying work that can be accomplished by volunteers
- Advise staff on the proper engagement of volunteers
- Provide guidance, training, and technical assistance to staff members who supervise volunteers to ensure compliance with volunteer program policies
- Recruit for specific volunteer projects
- Coordinate volunteer orientation and training, volunteer recognition, and overall program evaluation
- Account for the safety and wellness of volunteers and those working with volunteers using DPRT policies
- Develop relationships with partners and communities to support volunteer engagement
- Handle internal and external correspondence related to the volunteer program
- Monitor and record the use of park volunteers, funds, hours worked, and benefits of the volunteer program. Compile annual report and forward to the DPRT Director.
- Directly supervises volunteers as needed



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Although Volunteer Managers are responsible for the overall coordination of DPRT volunteer programs, they are not the only people who may directly supervise volunteers. Staff members who are directly responsible for the volunteers' work supervise those volunteers.

**Volunteer Supervisor** - The Volunteer Supervisor directs the volunteers in the field. They must have a clear understanding of their roles and responsibilities when supervising the volunteers entrusted to them. Each division that employs the use of volunteers shall designate a Volunteer Supervisor. Supervisory tasks are determined by divisional, site, or program needs. Volunteer supervisors may perform the following tasks:

- Write service descriptions and share them with volunteers
- Introduce volunteers to staff members with whom they interact
- Prepare the work area
- Explain the supervision and evaluation systems
- Explain risk management issues
- Share relevant policies and procedures
- Provide ongoing training, on-the-job coaching, informal appreciation, materials, and information to support volunteers' efforts
- Account for the safety and wellness of volunteers using DPRT policies
- Report individual and overall volunteer hours and the outcome of volunteer work to the Volunteer Manager or volunteer Supervisor
- Recognize volunteers for their work efforts

Volunteer Supervisors are encouraged to update the volunteer's record and conduct annual volunteer performance reviews with a written evaluation of the volunteer's work to ensure high-quality volunteer performance and experience.

**VIP Training Program** - The Volunteer Manager will provide in-service volunteer program training annually for Volunteer Supervisors. These trainings may include basic volunteer program management overviews, refresher courses, and/or advanced volunteer program management trainings. Volunteer Supervisory training is required for anyone supervising volunteers.

**100.8 Recruitment of Volunteers** - Volunteers are individuals or groups of individuals who perform work for, and are under the direction of, DPRT, for which they receive no financial compensation from DPRT. Individuals, groups, and children may volunteer under a signed Volunteer Service Agreement

Recruiting efforts can be addressed through social media, school guidance counselors, Department websites, or other areas directed by the Volunteer Manager.

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**100.9 Types of Volunteers -**

Individual Volunteers:

Like all volunteers, children, youth, and families volunteering for the DPRT must have a signed Volunteer Service Agreement that clearly and appropriately identifies and describes their duties. All duties performed by volunteers who are minors must be safe and appropriate for the age and the individual. Volunteers under 18 years of age must have signed permission from their legal guardian on the volunteer service agreement that includes a full description of duties.

K-12 Education Volunteering Programs or Service-Learning Volunteers:

Service-learning is the formal integration of community service into student education. Service-learning connects students with the community in partnerships that provide effective and far-reaching assistance to address local needs while meeting existing academic goals. It is important programs that engage K-12 students are designed with their health and safety in mind, not just the educational benefit. This goes beyond the parental approval currently needed for underage volunteers, to include age-appropriate activities.

Accredited Volunteer Internships:

Volunteers may receive academic credit from their academic institution for their work with the DPRT. Accredited volunteer internships create learner-centered opportunities for students in higher education to forge personally meaningful connections with park resources and staff and foster a deeper understanding and appreciation for the county's intertwined natural and cultural history found in our parks. Students may have the opportunity to earn academic credit while serving as a volunteer. Accredited volunteer internships, through an agreement with a higher education institution, establish a foundational framework to guide and enhance DPRT partnerships with an institution of higher learning. These internships can provide high-quality, meaningful educational and interpretive services in Prince William County and are encouraged.

Non-Governmental Entities:

Organizations such as Scouting programs, church groups, charitable organizations, corporate businesses, etc.



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To be considered a DPRT volunteer, individuals serving in coordination with a partner organization (including friends groups and philanthropic partners) must perform specific volunteer duties assigned by DPRT. It does not matter if the person receives pay, work credit, academic credit, or other types of compensation from sources outside of DPRT. If DPRT is not paying that person for their work, they shall sign a Volunteer Agreement. As with other organizations, employees (or volunteers) of park friends groups or other organizations operating under a philanthropic partnership agreement may be interested in volunteering in support of DPRT programs or projects. Work performed by employees, volunteers, or members of friends groups and partners under the direction of and for the benefit of DPRT, may be counted as volunteer time.

**200 LONG TERM VOLUNTEER COMMITMENTS**

Volunteers or organizations who perform long term, regular volunteer duties shall have an Volunteer Agreement on file signed by the DPRT Director or his/her designee that outlines the responsibilities and authority of the volunteer or organization. The Volunteer Manager shall keep records of all Volunteer Agreements and renew such agreements as needed.

**201 VOLUNTEER QUALIFICATIONS**

All volunteers will be trained in accordance to agreed duties, to match or exceed training and qualifications required by staff performing the same duties. This includes providing proper personal protective equipment (PPE) and equipment as required by OSHA or legal requirements for the duties assigned.

**201.1 ABILITY TO PERFORM**

Volunteers must not engage in any work they are not qualified to perform. They must be adequately trained and feel comfortable doing and willingly agree to do the work. Volunteers must be fit for duty for the duties they will perform. The definition of "fit for duty" depends on the service description and the requirements of that position. DPRT has the flexibility to include restrictions and requirements in the service description and screen applicants accordingly. If there is a question regarding the volunteer's ability to perform the assigned duties, the Volunteer Manager may request the volunteer provide a doctor's note or obtain a medical examination at their expense.

**201.2 VOLUNTEER ASSIGNMENTS AND BACKGROUND CHECKS**

Volunteers must obtain Level 1 or Level 2 criminal background checks based on the nature of the volunteer service as defined in the DPRT Human Resources - DPRT Internal Personnel Policy 2.1.22.

Volunteers participating in a one-time volunteer event or activity are exempt from the background check process.

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**201.3 APPROVED VOLUNTEER ACTIVITIES**

Volunteers may be engaged in nearly all parts of DPRT operations in nearly any type of work, if it is work that:

- Is performed at the direction or approval of authorized DPRT staff.
- Does not displace paid employees.
- Enables paid employees to accomplish work that would not otherwise be completed during a particular fiscal year.
- Requires additional training or certification the volunteer has received the same level of certification and training as paid employees. Volunteer services by individuals with the required credentials and certifications to perform certain hazardous duties may be accepted upon Volunteer Manager approval.

**201.4 DUTY OF CARE**

While volunteers are not DPRT employees, the same workplace policies apply such as facility access, anti-harassment, and safety. DPRT staff has a duty to adequately train and equip volunteers to perform their assigned work and provide a safe working environment.

**201.5 PROHIBITED VOLUNTEER ACTIONS**

Volunteers still representatives of the DPRT and expected to uphold the county's RICTER values (Respect, Integrity, Creativity, Teamwork, Excellence, Responsibility). Therefore, volunteers are specifically prohibited from the following activities while acting in an official capacity providing volunteer service or wearing a volunteer uniform (not including meal breaks out of public view, in some cases):

- Consuming alcoholic beverages, gambling in any form, or sleeping
- Engaging in partisan political activity.
- Promoting any private business or religious faith or doctrine
- Engaging in any activity prohibited by law or DPRT regulations.
- Soliciting funds and fundraising, unless as part of an approved DPRT fundraising activity

**300 RELATED DOCUMENTS**

- Individual Volunteer Agreement and Waiver
- [DPRT Human Resources - DPRT Internal Personnel Policy 2.1.22](#)

**Approved By:**

## STEWARDSHIP AGREEMENT

for

**XYZ MAINTENANCE at X PARK**

This agreement between Prince William County Department of Parks, Recreation, and Tourism hereinafter referred to as "DPRT" and **The Volunteer Organization**, hereinafter referred to as the "**VO**", entitles the **VO** to perform **XYZ Maintenance Activity** at \_\_\_\_\_ Park/Facility, located at \_\_\_\_\_ as detailed below:

### It is Mutually Agreed:

1. DPRT and **VO** agree to work together to support the on-going maintenance and general stewardship of \_\_\_\_\_ <<<list amenity within the park/facility >>> as appropriate and according to the parties' abilities and resources.
2. All stewardship projects must be approved by DPRT. DPRT has final authority for all matters concerning the public property, but will take into consideration user feedback and insights from **VO**'s connection to the user base.
3. **VO** shall not have any management or enforcement authority over public use of the property or facilities, but **VO** may close a portion of the property or facility during those times the **VO** is conducting stewardship activities approved by the DPRT.
4. **VO** and its members are volunteers for the DPRT, not employees or independent contractors of DPRT for any purposes.
5. This Agreement shall be effective for a period of (3) three years from the date of the final signature. Modifications shall be made by mutual consent and in writing. Either party may terminate this Agreement with thirty (30) days advance notice. In the event that one party provides the other party with notice of its intention to terminate, the parties will meet promptly to discuss the reasons for the notice and try to resolve any issues.
6. If mutually agreeable modification to the scope of work is required during the term of an existing Agreement, DPRT and the **VO** shall execute a new Agreement, which shall automatically supersede the existing Agreement.
7. All physical improvements will become the property of DPRT.

### **VO** agrees to:

- a. Provide volunteer services, including labor, materials, supplies, and tools, to perform all stewardship **activity** at no cost to DPRT. The scope of work shall generally include: \_\_\_\_\_
  - b. <<<Add special conditions and specifications>>>
2. Seek and obtain DPRT approval prior to conducting any stewardship project
  3. To keep DPRT informed of organizational changes that effect **VO**'s role in the performing the activities included in this agreement.

4. Comply with all DPRT maintenance standards.
5. Manage the participation of the volunteer force and ensure compliance with all DPRT park rules.
6. Provide single and secondary points of contact (POC) to DPRT and notify DPRT in writing to POC changes.
7. Maintain a public liability insurance policy for the duration of this Agreement with the following coverage specifications:
  - VO shall obtain Insurance coverage in the amount of \$1,000,000 per occurrence with a \$3,000,000 excess policy. The County shall be named as an additional insured on the policy. Also, the Lessee shall provide automotive liability insurance with an aggregate liability of \$1,000,000.
8. Obtain liability releases, on a form approved by the County Attorney, from all volunteers that will be performing VO activities on park properties.
9. Notify DPRT of all volunteer injuries immediately.
10. Report all annual volunteer hours to DPRT.
11. Submit annual work plan to DPRT with calendar of work.
12. Provide on-site public notice of work that may disrupt general public use on the property and provide detours when feasible to maintain public access.
13. Follow DPRT standards/requirements for use of tools and equipment and conduct all activities in a safe manner and shall not create any hazards to the employees of PWC and the public.
14. To indemnify and hold harmless the County, its agents and employee, from any and all claims, liabilities, losses, damages, expenses, actions and causes of action of every nature and kind arising out of or relating in any way to VO's stewardship or maintenance activities.
15. Route any private donations related to the scope of work through their financial system.

**DPRT agrees to:**

1. Provide continued public access to the facilities or public property at location in accordance with any and all applicable regulations.
2. Provide the VO with all applicable forms, standards, and policies referenced herein.
3. Provide single POC to VO for all communications.
4. Provide materials and supplies on a case-by-case basis as the budget allows to supplement the VO's resources.
5. Allow the VO to raise material and supply donations on behalf the VO/DPRT partnership in the VO's name.

**Third Party Beneficiary**

This Agreement is not intended to and shall not be construed to give any Third Party any interest or rights (including, without limitation, any third party beneficiary rights) with respect to or in connection with any agreement or provision contained herein or contemplated hereby.

**Governing Law**

This agreement and the terms are governed by the laws of the Commonwealth of Virginia.

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(The Volunteer Organization)

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Prince William County Department of  
Parks, Recreation, and Tourism

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Date

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Date

DRAFT