

**CONSIDERATION OF A RESOLUTION AUTHORIZING THE DIRECTOR, OR  
DESIGNEE, TO EXECUTE WORK ASSIGNMENT 14, UNDER TASK ORDER 1, FOR  
ECOSYSTEM RESTORATION PROGRAM INDEPENDENT  
SCIENCE BOARD SUPPORT.**

**Agenda Item: 10**

**Meeting Date: 08-14-03**

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**Summary:** This resolution would authorize the Director, or designee, to execute a work assignment under an existing contract with Jones & Stokes, to support the activities of the Ecosystem Restoration Program Independent Science Board, Agency Stakeholder Ecosystem Team, and Ecosystem Restoration Subcommittee.

**Recommended Action:** Adopt Resolution 03-08-40.

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**Staff Recommendation:** Staff recommends the Authority adopt the attached resolution, approving the proposed scope of work to support the Ecosystem Restoration Program Independent Science Board (ISB), Agency Stakeholder Ecosystem Team (ASET), and Ecosystem Restoration Subcommittee. These groups provide crucial advice and scientific input to assure that the Ecosystem Restoration Program is directed by sound science and supported by regional, as well as, program interests.

**Background**

The Ecosystem Restoration Program (ERP) receives important advice and guidance from several groups external to the Program. The Independent Science Board (ISB) was established to oversee implementation of the ERP from a scientific standpoint, and to provide guidance on implementing the ERP using adaptive management. The Agency Stakeholder Ecosystem Team (ASET) provides a forum for agency scientists, stakeholder scientists, and the Authority's Science Program to interface with the ERP staff. The Ecosystem Restoration Subcommittee is a subcommittee of the Bay Delta Public Advisory Committee (BDPAC), which serves a liaison among stakeholders, community groups, agencies, the Program Staff, and BDPAC. This scope of work will assist Authority staff in working with these groups to carry out their mission related to the ERP.

The ISB meets as a group four to six times per year. At these meetings the members discuss questions of scientific value to the Program and develop work products and guidance documents for the Program. The members are scientists of national and international renown and require significant support to handle routine processes of maintaining such a group, including keeping records of the meetings, producing meeting summaries, and calendaring meetings of the Board and subcommittees. The Board and its subcommittees also produce or oversee the production of technical white papers and other documents that require substantial technical expertise to support.

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The ASET meets six or more times per year, as does the Subcommittee. These groups also need logistical and technical support to coordinate meetings, record meeting outcomes, and develop work products to assist the CDBA to effectively oversee and coordinate the ERP.

**Fiscal Information**

**Funding Source:** Proposition 204  
**Term:** July 1, 2003 through June 30, 2004  
**Total Amount:** \$144,654.75

**List of Attachments**

Proposed Scope of Work

**Staff Contact**

**Name:** Dan Castleberry

**Phone:** (916) 445-0769

**CALIFORNIA BAY-DELTA AUTHORITY**  
**RESOLUTION NO. 03-08-40**

CONSIDERATION OF A RESOLUTION AUTHORIZING THE DIRECTOR, OR DESIGNEE, TO EXECUTE WORK ASSIGNMENT 14, UNDER TASK ORDER 1, FOR ECOSYSTEM RESTORATION PROGRAM INDEPENDENT SCIENCE BOARD SUPPORT

**WHEREAS**, the Department of Water Resources, CALFED Bay-Delta Program, executed Contract No. 4600002622 with Jones & Stokes Associates, to provide planning, environmental analysis, scientific, and technical services for oversight and coordination related to the Bay-Delta Program; and

**WHEREAS**, the Authority is statutorily authorized to conduct oversight and coordination related to the Bay-Delta Program; and

**WHEREAS**, the Authority will consider accepting assignment of Contract No. 4600002622 from the Department of Water Resources; and

**WHEREAS**, the CALFED Programmatic Record of Decision supports integration of stakeholder input and science in all program elements; and

**WHEREAS**, the Ecosystem Restoration Program relies on input from key communication groups, including the Ecosystem Restoration Program Independent Science Board (ISB), Agency Stakeholder Ecosystem Team (ASET), and Ecosystem Restoration Subcommittee; and

**WHEREAS**, the ISB, the ASET, and the Ecosystem Restoration Subcommittee require support to communicate effectively with the staff on Ecosystem Restoration Program scientific, technical, and policy issues;

**NOW, THEREFORE, BE IT RESOLVED** that the Authority authorizes the Director, or designee, to execute Work Assignment 14, under Task Order 1 of Contract No. 4600002622, for the purposes generally described in the attached scope of work, for an amount not to exceed \$144,654.75, subject to appropriation of adequate funds.

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CERTIFICATION

The undersigned Assistant to the California Bay-Delta Authority does hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted at a meeting of the California Bay-Delta Authority held on August 14, 2003.

Dated:

Heidi Rooks

Assistant to the California Bay-Delta Authority

**Attachment 1**  
**Ecosystem Restoration Program Independent Science Board**  
**Work Assignment 14, Task Order 1**  
**Scope of Work**

**1. Description of Work Assignment and Relationship to Task Order**

The following task descriptions are consistent with those in Task Order 1 (Ecosystem Restoration). This individual Work Assignment provides detailed work specifications to the Task Order listed above for contract no. 4600002622 (Jones&Stokes). This work assignment does not authorize work for the expenditure of funds beyond the scope of the Task Order. The authority for this work is specified in contract no. 4600002622 (Jones&Stokes), Exhibit A, Scope of Work, Section B.

The Ecosystem Restoration Program (ERP) Independent Science Board (ISB) was established to oversee implementation of the ERP from a scientific standpoint, and to provide guidance on implementing the ERP using adaptive management.

**2. Scope of Work**

**Subtask: Coordinate and Facilitate Independent Science Board (ISB) Meetings and Provide Technical Support to ISB Subcommittees**

The Ecosystem Restoration Program (ERP) is committed to taking a science-based, adaptive management approach to restoring the ecological health of the Bay-Delta system. The ERP's Independent Science Board (ISB) was established to oversee implementation of the ERP from a scientific standpoint, and to provide guidance on implementing the ERP using adaptive management. The ISB is composed of internationally recognized experts from many scientific disciplines associated with the Bay-Delta ecosystem. The ISB assists with establishing a solid scientific and technical foundation for the ERP, providing scientific review, advice, and guidance, helping integrate ecosystem-based adaptive management into how the ERP is carried out, and engaging the scientific and technical questions that are at the root of policy issues and to help set ERP priorities. Efforts to coordinate and facilitate ISB meetings and provide technical support to ISB subcommittees require a working knowledge of a variety of scientific disciplines as well as a high level of knowledge of the restoration-related issues and geography of the Bay-Delta system.

Consultant will provide technical and logistical support to the ISB and its subcommittees. Consultant, working closely with ERP staff and the ISB co-chairs, will plan for, organize, and assist with running ISB meetings. Activities will include scheduling, development of agendas, tracking scientific subcommittee activity and action items between meetings, preparing and/or circulating technical and non-technical materials in advance of and at the meetings, recording meeting discussions and preparing meeting notes, and facilitating ISB discussions as needed. All ISB meetings are assumed to be two days in length, with the ISB meeting once per quarter (four times per year). Consultant may be responsible for making arrangements for meeting space and overnight accommodations for ISB members (though not paying for these).

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Draft meeting notes will be provided to the ISB co-chairs and ERP director. Based on comments received, final notes will be prepared, including notes from any public session that can be posted on the Authority website. In addition to coordinating ISB meetings, consultant will facilitate communication between the ISB scientists and ERP staff. Consultant will provide regular updates to the ERP director on the status of ISB activities and will communicate relevant information from ERP staff to the ISB.

Consultant will work closely with ISB subcommittees between meetings to support various scientific and technical work assignments. As directed by ERP staff, activity will include coordinating subcommittee conference calls, compiling technical and non-technical information, preparing for and attending workshops, and drafting documents. It is assumed that the consultant will support three active subcommittees at one time and that each subcommittee will hold two conference calls between each ISB meeting.

**Subtask: Provide Support to ASET and Ecosystem Restoration Subcommittee**

The Agency/Stakeholder Ecosystem Team (ASET) is a group of agency and stakeholder scientists and managers that meet monthly to help coordinate agency activities with ERP activities; act as a conduit for information to their agencies and organizations; and help prepare, review, and comment on ERP work products. The Ecosystem Restoration Subcommittee reports to the Bay-Delta Public Advisory Committee (BDPAC), formed as a Federal public advisory committee chartered by the Department of the Interior to advise the Bay-Delta Program. The role of the subcommittee is to provide BDPAC with policy-level guidance and advice regarding ERP and related Bay-Delta Program activities. Other subcommittee activities include information exchange, issue analysis, and fact finding. Efforts to provide ASET and the Ecosystem Restoration Subcommittee with support require a working knowledge of the interests represented by the members of these committees and the technical and policy issues related to the Ecosystem Restoration Program.

Consultant will provide technical and logistical support to ASET and the Ecosystem Restoration Subcommittee. This support will include compiling and preparing technical, policy, and other types of information for staff reports and recording meeting summaries. Consultant will prepare meeting summaries within 10 working days after each meeting and will provide these to CBDA staff for review. Consultant will prepare a final meeting summary within 5 working days after receiving comments on the draft notes. It is assumed that this will include up to 10 ASET meetings and 6 meetings of the Ecosystem Restoration Subcommittee.

**3. Deliverables**

Specific deliverables will include:

**Subtask**

Deliverables for this subtask will include:

- Meeting schedule and associated arrangements (space, etc)
- Final meeting agendas
- Draft and final meeting notes

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**Subtask**

Deliverables for this subtask will include:

- Staff reports to ASET and the Ecosystem Restoration Subcommittee
- Draft and final meeting notes for ASET meetings
- Draft and final meeting notes for Ecosystem Subcommittee meetings

**4. Term**

The term of this work assignment is one (1) year, commencing on July 1, 2003. Specific deliverables will be scheduled individually, based on meeting dates.

**5. Total Amount**

The total amount payable under this Work Assignment shall not exceed \$144,654.75.

**6. Responsibilities**

**CBDA Project Manager:**

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