

**CONSIDERATION OF A RESOLUTION AUTHORIZING THE DIRECTOR, OR
DESIGNEE, TO EXECUTE WORK ASSIGNMENT 7, UNDER TASK ORDER 2, FOR
SUPPORT ON INTERGRATING INDEPENDENT SCIENCE INTO
THE WATERSHED PROGRAM
Agenda Item 10**

Meeting Date: 8-14-03

Summary: This resolution would authorize the Director, or designee, to execute a work assignment under an existing contract with Jones & Stokes, to provide assistance in integrating science into the Watershed Program.

Recommended Action: Adopt Resolution 03-08-46.

Staff Recommendation: Staff recommends that the Authority adopt the attached resolution, approving the proposed scope of work to fulfill commitments made in the CALFED Programmatic Record of Decision (ROD), and to establish the scientific basis for the adaptive management process which will guide future implementation decisions of the Watershed Program.

Background

The purpose of the proposed work assignment is to acquire the needed expertise to assist the program in 1) advancing science involvement in Watershed Program implementation, 2) establishing a set of program performance measures and tracking performance, and 3) designing an independent program performance audit.

Fiscal Information

Funding Source: Proposition 50
Term: July 1, 2003 to June 30, 2005
Total Amount: \$189,155.00

List of Attachments

Proposed Scope of Work

Contact

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CALIFORNIA BAY-DELTA AUTHORITY
RESOLUTION NO. 03-08-46

CONSIDERATION OF A RESOLUTION AUTHORIZING THE DIRECTOR, OR DESIGNEE, TO EXECUTE WORK ASSIGNMENT 7, UNDER TASK ORDER 2, FOR SUPPORT ON INTEGRATING INDEPENDENT SCIENCE INTO THE WATERSHED PROGRAM

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 Watershed Program is in need of specialized expertise to better integrate independent science into program implementation activities; and

WHEREAS, the integration of science into the Watershed Program includes developing and tracking performance measures, and developing standards that can be used for an independent audit;

NOW, THEREFORE, BE IT RESOLVED that the Authority authorizes the Director, or designee, to execute Work Assignment 7, under Task Order 2 of Contract No. 4600002622 (Jones & Stokes) for integrating science into the Watershed Program, as generally described in the attached scope of work, for an amount not to exceed \$189,155, subject to appropriation of adequate funds.

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
Watershed Program Support
Work Assignment 7, Task Order 2
Proposed Scope of Work

1. Task Description

The following task descriptions are consistent with those in Task Order 2 (Watershed Program Support). This individual Work Assignment provides detailed work specifications to the Task Order listed above for contract no. 4600002622. 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 4600002622, Exhibit A, Scope of Work, Section B.

Subtask - Facilitating scientific involvement in Program implementation

Background: The Watershed Program needs to incorporate a significant level of science into implementation of the Program Plan. In doing so, it will need to integrate well with the CALFED Science Program and other available scientific support. This will involve development of a suite of scientific measurements, establishment of a Science Panel to advise the Program, development of a conceptual model to guide assessment of program effectiveness, and creation of other science related documents and concepts.

Contractor will have a primary responsibility for interaction with the CALFED Science program to ensure Science program involvement on key Program implementation issues such as performance measurement, program monitoring needs, and scientific pursuit of key watershed questions and issues. Work will include the selection and creation of a draft list of candidates for the Watershed Science panel, as advised by the CALFED Science program. This list will be prepared for consideration by the Watershed Program Manager.

Methods used to complete this task will include literature search, interviews, meeting attendance, personal contacts, correspondence, and generation of draft documents for review by the Watershed Program.

Deliverables

- Candidate list for Watershed Program Science panel
- Developing proposal for critical stream gauge reactivation

Subtask - Support to BDPAC Watershed Subcommittee

Background: The BDPAC Watershed Subcommittee was formed to provide guidance and advice to BDPAC and CBDA staff on issues relating to the Watershed Program. Other activities

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of the BDPAC Watershed Subcommittee include exchange of information, analysis of issues, and fact-finding regarding management and implementation of the Watershed Program. Contractor will work with CBDA staff to plan, and as requested, formally facilitate discussions at BDPAC Watershed Subcommittee meetings. Planning of the meetings includes assisting with establishment of subcommittee agendas and the conduct of specific discussions on agenda items. Consultant will attend all BDPAC Watershed Subcommittee meetings.

Methods used will include personal contact with Watershed Program staff and Subcommittee members, facilitation of meetings and process, conducting literature searches on specific topic areas, and developing documents to support the work of Program staff and Subcommittee members.

Deliverables

- As needed, issues papers on topics to be presented to the Watershed Subcommittee
- Facilitate a minimum of four issue discussions during the upcoming calendar year

Subtask - Developing and refining Program Performance measures

Background: The Watershed Program has made a commitment to develop and track specific Program Performance Measures to determine effectiveness of Program Plan implementation. These measures will be consistent with the format developed in concert with the Science Program.

Contractor will complete work establishing and refining a final draft set of programmatic performance measures, metrics and outcomes to be used to evaluate performance of the Watershed Program in meeting programmatic goals and objectives. All work will be developed using an interactive process that will include the CBDA Science program, Interagency Watershed Advisory Team (IWAT), BDPAC Watershed Subcommittee, and other local and regional organizations. The initial final draft set of measures will be identified by August 1, 2003. Additional work will be undertaken throughout the performance period to refine and modify measures and metrics and to help the program quantify the baseline condition associated with established program standards.

Deliverables

- Complete the current draft Watershed Performance measure matrix in document form suitable for publication, for review and adoption by the Program, in document form suitable for publication
- Establish a draft set of baseline condition values for the metrics identified in the matrix document

Subtask - Developing standards for Independent Program audit

Background: The Watershed Program is committed to execute and complete an independent performance audit of the Program's early implementation activities. Contractor will develop a draft set of the standards and criteria to be considered by the Watershed Program implementing agencies for this evaluation, as well as critical information to assist staff in developing a solicitation for independent proposals for the completion of this work.

Deliverables

- Developed and adopted set of standards and criteria for the Program performance audit
- Documents on technical issues for the solicitation of independent evaluation for use by the Program Manager and Subcommittee

2. Total Amount

The total amount payable under this Work Assignment shall be no greater than \$189,155.

3. Term

The term of this Work Assignment is 2 years, commencing July 1, 2003.

4. Deliverables

This Work Assignment includes the production of documents which may include technical memoranda, memoranda, reports, and surveys. For every document listed as a deliverable, the Contractor shall provide the following interim deliverables in the listed sequence:

- > Outline
- > Preliminary Draft
- > Final Draft
- > Final Document, as approved by the Program

The Contractor shall incorporate review comments from the CALFED Program Manager on each of these interim deliverables and obtain approval from the CALFED Program Manager for each step of this sequence.

5. Staffing

The Task Coordinator for the CBDA will be John Lowrie. Craig Stevens will serve as the principal-in-charge and will be responsible for overall project quality. Dennis Bowker, as a sub-contractor to Jones & Stokes, will carry out the subtasks described in this work authorization.

6. Conflict of Interest

Contractor acknowledges that it will assist in development of standards and criteria for an Independent Program Audit under subtask 2e.5 of this Work Assignment, and that it may not bid on any work to conduct the Independent Program Audit that may be recommended as a result of this Work Assignment.