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**CONSIDERATION OF A RESOLUTION AUTHORIZING THE DIRECTOR, OR
DESIGNEE, TO EXECUTE WORK ASSIGNMENT 8, UNDER TASK ORDER 2, FOR
SUPPORT FOR WATERSHED PROGRAM OUTREACH TO STAKEHOLDERS
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 and Stokes, to assist with stakeholder outreach for the Watershed Program.

Recommended Action: Adopt Resolution 03-08-47.

Staff Recommendation: Staff recommends that the Authority adopt the attached resolution, authorizing a work assignment to fulfill commitments made in the CALFED Programmatic Record of Decision (ROD), and to ensure a high level of involvement from the public in matters related to Watershed Program implementation.

Background

The purpose of the proposed work assignment is to acquire the needed expertise to assist the Program to fully and openly engage with stakeholders and other interests on 1) the design and conduct of the Watershed Program; 2) to advise and guide specific Watershed Program implementation priorities and activities; and 3) reporting on progress in implementing the Watershed Program.

Fiscal Information

Funding Source: Prop 50
Term: July 1, 2003 to June 30, 2004
Total Amount: \$86,948.00

List of Attachments

Proposed Scope of Work

Contact

Name: John Lowrie

Phone: (916) 445-5011

CALIFORNIA BAY-DELTA AUTHORITY
RESOLUTION NO. 03-08-47

CONSIDERATION OF A RESOLUTION AUTHORIZING THE DIRECTOR, OR DESIGNEE, TO EXECUTE WORK ASSIGNMENT 8, UNDER TASK ORDER 2, FOR SUPPORT FOR WATERSHED PROGRAM OUTREACH TO STAKEHOLDERS

WHEREAS, the Department of Water Resources, CALFED Bay-Delta Program, executed Contract No. 4600002622 with Jones and 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 California Bay-Delta Watershed Program is in need of specialized expertise to assist with public outreach and support for stakeholder involvement with the program; and

WHEREAS, the specialized expertise includes, but is not limited to, identifying technical issues related to Watershed Program implementation across the geographic scope of the Program that are of importance to stakeholders and communities;

NOW, THEREFORE, BE IT RESOLVED that the Authority authorizes the Director, or designee, to execute Work Assignment 8, under Task Order 2 of Contract No. 4600002622 (Jones and Stokes) for support for Watershed Program public outreach and stakeholder involvement, as generally described in the attached scope of work, for an amount not to exceed \$86,948, 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
Task Order 2 – Work Assignment 8
Proposed Scope of Work

1. *Background*

The following subtask 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 with Jones and 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 4600002622, Exhibit A, Scope of Work, Section B.

2. **General Statement of Work and Deliverables**

Subtask - Support Bay-Delta Public Advisory Committee (BDPAC) Watershed Subcommittee Meetings

Public participation is a vital component of the Watershed Program's success. The BDPAC Watershed Subcommittee was formed to provide guidance and advice to BDPAC, California Bay Delta Authority staff, and implementing agencies on issues relating to the Watershed Program. Other activities of the BDPAC Watershed Subcommittee include exchange of information, analysis of issues, and fact-finding regarding management and implementation of the Watershed Program. Planning and coordination of the meetings includes arranging for a meeting location, developing meeting agendas, preparing meeting notices, distributing meeting notices via electronic mail and posting on the Watershed Program website, preparing appropriate meeting handouts, and providing facilitation as necessary. The development of the meeting agendas includes working with stakeholders, Watershed Program staff, and Watershed Subcommittee co-chairs to identify technical and policy issues for discussion, analyze past issues, and develop technical materials on topics of interest. Coordination of the Watershed Subcommittee regional meetings also entails working closely with local stakeholders to develop detailed agendas, coordinate field trips, and address logistics related to the meetings. Consultant will attend all BDPAC Watershed Subcommittee meetings and prepare detailed summaries of the meeting. Summaries will be prepared in draft form for review within 7 days; final versions of summaries will be prepared and posted within 14 days. The meeting summaries will be presented to Authority staff for review; upon approval of the meeting summary Consultant will distribute summaries to the BDPAC coordinator and BDPAC Watershed Subcommittee participants via electronic mail.

Assumptions

- Ten Watershed Subcommittee meetings will be held in a 1-year timeframe (one per month except for July and December). Seven of the meetings will be held in Sacramento; the other 3 meetings will be held in other areas of the State (locations to be determined).
- Contractor will provide a room in its facilities for the Sacramento BDPAC Watershed Subcommittee meetings.
- Authority will be responsible for all costs associated with the BDPAC Watershed Subcommittee meetings outside of Sacramento including meeting facility fees and travel.

Deliverables

- Monthly meeting agendas and meeting notices.
- Meeting summary for each BDPAC Watershed Subcommittee meeting.
- Meeting package for each BDPAC Watershed Subcommittee meeting including one hardcopy and one electronic copy (*.doc or *.pdf) of the meeting notice, agenda, meeting handouts, and meeting summary.

Subtask - Refine and Maintain Watershed Contact Database and Listserv.

The Watershed Program currently has an extensive e-mail Listserv that is used to provide current and frequent information to the public. Email addresses change often, however, and require frequent maintenance of the Listserv. At the direction of the Watershed Program manager, Contractor will work with Authority Public Affairs staff to complete an Access database to house “watershed contact” information including name, affiliation, address, telephone number (if known), and email addresses. This database will be linked to an E-mail Listserv and will make maintenance more manageable and information exchange more efficient. The database will include the names of all BDPAC Watershed Subcommittee meeting participants, Interagency Watershed Advisory Team members, and those individuals who have expressed interest in the Watershed Program and/or BDPAC Watershed Subcommittee. Once database is updated information contained will be updated monthly, at a minimum. An annual review of information contained in the database will be made, with the purpose of eliminating old or outdated information.

Deliverables

- Up to date and reliable database of Watershed Program contacts.
- Up to date and reliable Email Listserv with email address of Watershed Program contacts.

Subtask - Correspond with Watershed Program Stakeholders.

At the direction of the Watershed Program manager, Contractor will serve as a point of contact for many stakeholders to the Watershed Program. In doing so, frequent correspondence with stakeholders (via email and telephone) is necessary to answer questions, provide information, answer requests, etc. Contractor will serve as a contact person on behalf of the Watershed Program.

Deliverable

- Monthly reporting of correspondence between contractor and Watershed Program stakeholders.

Subtask - Prepare Public Outreach Report

Contractor will develop and produce for the Watershed Program a “Progress Report” to highlight the activities of the Watershed Program to date. This report will include a full color fact sheet for each of the projects funding through the fiscal year 2001-02 consolidated Requests for Proposal (RFP) process. This effort will entail contacting each of the project managers to obtain pertinent information and photo documentation of their projects. The Progress Report should also include; highlights from the April 03 and October 03 Watershed Program Partnership Seminars, and introduction chapter discussing the goals and objectives of the Watershed Program. Contractor will review and use information from the Watershed Program Plan, Annual Implementation Plan, and other related documents to develop the Watershed Program Progress Report.

Deliverables

- Watershed Program Progress Report Draft Outline.
- Draft fact sheets for each project funded through the fiscal year 2001-02 consolidated Watershed Program RFP process.
- Draft Watershed Program Progress Report.

- Final Watershed Progress Report (1 camera ready copy, 1 electronic copy, and 25 hardcopies).

Subtask 3. Payment

The maximum amount payable under this Work Assignment is \$86,948.

Subtask 4. Term

The term of this work assignment shall be one year.

3. Representatives

California Bay-Delta Authority Program Manager

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