

**CONSIDERATION OF A RESOLUTION AUTHORIZING THE DIRECTOR, OR,  
DESIGNEE, TO EXECUTE WORK ASSIGNMENT 9, UNDER TASK ORDER 2,  
FOR IMPROVED INTERAGENCY COORDINATION THROUGH THE  
INTERAGENCY WATERSHED ADVISORY TEAM  
Agenda Item: 10**

**Meeting Date: 8-14-03**

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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 provide interagency coordination through the interagency watershed advisory team.

**Recommended Action:** Adopt Resolution 03-08-48.

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**Staff Recommendation:** Staff recommends the Authority adopt the attached resolution for interagency coordination support. The work requested through this work assignment is needed to fulfill commitments made in CALFED Programmatic Record of Decision (ROD), and to improve the coordination and integration of effort between the numerous state and federal agencies with assigned program implementation responsibilities.

**Background**

The purpose of the proposed work assignment is to acquire the needed expertise and assistance to help the program: 1) Coordinate agency implementation efforts through the Interagency Watershed Advisory Team (IWAT), 2) Develop the Watershed Program Annual Plan, and 3) Refine and revise the Watershed Program Multi-Year Plan.

**Fiscal Information**

**Funding Source:** Prop 50 – Watershed  
**Term:** July 1, 2003 through June 30, 2005  
**Total Amount:** \$46,680.00

**List of Attachments**

Proposed Scope of Work

**Contact**

**Name:** John Lowrie

**Phone:** (916) 445-5011

**CALIFORNIA BAY-DELTA AUTHORITY**  
**RESOLUTION NO. 03-08-48**

CONSIDERATION OF A RESOLUTION AUTHORIZING THE DIRECTOR, OR, DESIGNEE, TO EXECUTE WORK ASSIGNMENT 9, UNDER TASK ORDER 2, FOR IMPROVED INTERAGENCY COORDINATION THROUGH THE INTERAGENCY WATERSHED ADVISORY TEAM

**WHEREAS**, the Department of Water Resources, CALFED Bay-Delta Program, executed Contract No. 4600002622 with Jones & Stokes, 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 Bay-Delta Program emphasizes interagency coordination, including formation of an Interagency Watershed Advisory Team; and

**WHEREAS**, the California Bay-Delta Watershed Program is in need of specialized expertise for improved interagency coordination through the Interagency Watershed Advisory team;

**NOW, THEREFORE, BE IT RESOLVED** that the Authority authorizes the Director, or designee, to execute Work Assignment 9, under Task Order 2 of Contract No. 4600002622 (Jones & Stokes) for interagency coordination support, as generally described in the attached proposed scope of work, for an amount not to exceed \$40,515.00, 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 9, Task Order 2**  
**Proposed Scope of Work**

**1. Task Description**

The following sub-task descriptions are consistent with those in Task Order 2 (Watershed Program Support). This work assignment provides detailed work specifications to the Task Order listed above for Contract # 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.

**2. Background**

One of the commitments of the Watershed Program, as defined in the Record of Decision (ROD), is the formation of the Interagency Watershed Advisory Team (IWAT). IWAT contains representatives from both state and federal implementing agencies for the Watershed Program (as defined in the CBDA implementing legislation). The purpose of IWAT is to facilitate Watershed Program Plan implementation through improved coordination and communication among the agencies. One of the main responsibilities of IWAT is the development of an Annual Implementation Plan as defined by the Watershed Program Memorandum of Understanding (MOU). Consultant support is needed to support the efforts of IWAT in creating the Annual Implementation Plan and a longer term phased implementation plan ("Multi-Year Plan").

**Subtask 2d.1. Provide Assistance to the Interagency Watershed Advisory Team (IWAT)**

Contractor will assist the IWAT in preparation and publication of the annual Implementation Plan and development of the program "Multi-Year Plan", as called for in the legislation creating the California Bay Delta Authority. Contractor will coordinate technical review, editing, and formatting of the plan. In addition, Contractor will facilitate IWAT meetings and engage with IWAT members to assist in Implementation Plan development.

In addition, Contractor will plan, coordinate, and conduct the IWAT meetings. Planning and coordination of the meetings will include arranging for a meeting location, developing meeting agenda, preparing meeting notices, distributing meeting notices via electronic mail and posting on the Watershed Program website, and preparing appropriate meeting handouts. Development of the agendas includes identifying technical and policy issues, analyzing and leading discussions on technical and policy issues, and developing materials on topics of interest for the meetings. Contractor will attend all IWAT meetings and prepare summaries of the meetings. 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

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will be presented to CBDA staff for review; upon approval of the meeting summary, Contractor will distribute summaries to the IWAT members via electronic mail.

### ***Deliverables***

- *Preliminary draft of the Watershed Program Plan and update of Multi-Year Plan for IWAT and CBDA staff review*
- *Meeting agendas and notices, meeting summaries, and agenda materials as requested by the Watershed Program Manager*

### **3. Total Amount**

The total amount payable under this work assignment shall not exceed \$40,515.00.

### **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

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

### **5. Term**

The term of this work assignment shall be for 2 years, commencing July 1, 2003.

### **6. 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. Mary Lee Knecht will serve as the project manager and will be the day-to-day contact for CBDA staff. Ms. Knecht will also be responsible for the following project management activities:

- meeting with CBDA staff,
- meeting with internal project staff,
- tracking budget and project schedule, and
- maintaining administrative record.