

October 21, 2004

DRAFT

Ms. Lisa Holm, Manager
Water Quality Program
California Bay-Delta Authority
650 Capitol Mall, 5th Floor
Sacramento, CA 95814

Subject: Drinking Water Quality Program Performance Measures

Dear Lisa:

Following the meeting of September 24, 2004, I would like to memorialize the key points of the discussion of the Drinking Water Subcommittee on the Performance Measures.

The subcommittee was very supportive of the direction of the development of the Performance Measures. Several points were made that will improve the use of the Performance Measures.

- 1) While the topics being measured and compiled in the Performance Measure matrix seems to be complete, the number of topics is vast. It would be helpful from a management perspective to retain all the information, but to develop and report out on a half-dozen or so “key performance measures” that are fundamental to the program and encompass the most important parts of the Program. While such measures may evolve with time to meet evolving circumstances, the key performance measures will demonstrate the overall success of the program and help determine the things that need to be improved.
- 2) The funding contracts needs to incorporate the provision of information needed for the performance measures in order to ensure a high level of response from those receiving funding.
- 3) Those receiving funding need to be educated in the importance of their efforts and how their efforts fit into the larger program. The subcommittee suggested an annual meeting or some other function where contractors can share their progress with each other, and CALFED can educate them on how their efforts are part of the bigger picture.
- 4) Technical review by outside reviewers and by others with projects in similar areas will be advantageous to the program and should be incorporated into the contracts.
- 5) Annually reporting of results of the key performance measures should be a part of the program.

The subcommittee looks forward to continuing to work with you on this important endeavor.

Sincerely,

Greg Gartrell
Chair
Drinking Water Subcommittee
Bay-Delta Public Advisory Committee

cc: Gary Hunt, Chair, BDPAC