



July 16, 2008

Jacques DeBra, Technical Committee Chair  
Water Resources Association of Yolo County  
P.O. Box 8624  
Woodland, CA 95776

SUBJECT: Yolo County IRWMP Update Scope of Work

Dear Chairman DeBra:

I am attaching a scope of work, budget, and schedule for the Yolo County IRWMP Update. This project has a very modest budget and; therefore, only includes the most important update components to the IRWMP that we believe are needed. The proposed budget also assumes the WRA member agencies will be very focused and responsive to the IRWMP update process and requests for information. The present scope of work does not account for either a public review or stakeholder process. The scope assumes that all meetings and printing will be performed by the WRA from other funds.

We see a need for a thorough discussion of the potential scope of work for this project, budget limitations, and how to most efficiently utilize the existing WRA budget to achieve quality results in the IRWMP update at the next WRA TC meeting on August 7, 2008. Please let me know if you have questions regarding the attached scope of work and what we can do to move this proposal forward.

Sincerely,

WEST YOST ASSOCIATES

A handwritten signature in black ink, appearing to read "Steve Macaulay".

Steve Macaulay  
Vice President

SCM:mal

attachment

## **Water Resources Association of Yolo County Project Funds – Fiscal Year 2008-09**

### **PROJECT TITLE: Yolo County IRWMP Update**

#### **Scope of Work**

In anticipation of Proposition 84 funding opportunities in 2009 and other future funding opportunities, West Yost Associates (WYA) has prepared this scope of work to update the 2007 Yolo County Integrated Regional Water Management Plan (IRWMP). The 2008 revised IRWMP will focus on two principle purposes: (1) continuing to provide a plan for local decision-making, and (2) providing adequate support for seeking funding opportunities. The revised IRWMP will address some of the most certain new IRWMP standards that will be required by the Department of Water Resources (DWR) for eligibility for Proposition 84 funding. The anticipated new IRWMP developments upon which this scope of work is based can be found on the DWR website at: <http://www.grantsloans.water.ca.gov/docs/prop84/Stdhandout.pdf>. The major areas of the existing IRWMP that will be developed as part of this update are:

- Climate change impacts to near and long-term water resources planning
- Integration of IRWMP with other planning decisions – especially with local land-use planning
- Detailed project review process for identifying what projects to include in the IRWMP
- Documentation of governance that ensures IRWMP will be updated and implemented in the future
- Data management description
- Identification of agencies and entities outside the IRWM effort targeted for coordination and cooperation

The areas above will be addressed in the projects tasks, described below. In addition, a project management and meetings task is included. A description of the work to be performed under each task is described in the sections that follow.

- Task 1 – Climate Change
- Task 2 – Planning Process Integration
- Task 3 – Project Review Process
- Task 4 – Miscellaneous IRWMP Updates
- Task 5 – Project Management and Meetings

## **Task 1 – Climate Change**

Based on discussions with DWR staff and preliminary IRWMP draft Prop 84 standards, climate change will need to be addressed in future IRWMPs to maintain a region's eligibility and/or competitiveness for future funding. Climate change is an emerging issue that DWR has taken seriously in recent years. It is anticipated that regions will be instructed to describe the impacts of climate change to its water resources – both on a long and near-term basis. In addition, methods and procedures of how to address and mitigate the impacts of climate change will likely be necessary.

As part of this task, impacts of climate change to the region's water resources will be researched and summarized in an addendum section of the IRWMP. Because minimal budget is available for this research, the research step will mostly involve compiling information from WRA member agencies that have already conducted climate change impact studies and information from the California Water Plan Update website (<http://www.waterplan.water.ca.gov/cwpu2009/index.cfm>). If member agencies only have sparse information on climate change in relation to their water resources, then a procedure for how to investigate climate change, assess its impacts to the region's water resources, and mitigate negative impacts of climate change will be included in the addendum section.

## **Task 2 – Planning Process Integration**

Based on DWR's lessons learned from Proposition 50 and Public Resources Code Section 75026(b)(2), the new IRWMP standards are anticipated to require IRWMPs to include more references to the local water planning documents on which the IRWMP is based. In addition, the IRWMP must contain a description of the relationship between local land use planning entities and the IRWM effort. This task will culminate in an addendum section of the IRWMP on planning process integration with a special emphasis on land-use planning integration.

As part of this task, local planning documents and processes will be researched and identified. A listing of local water plans used in the IRWMP, a discussion of how the IRWMP relates to planning documents and programs established by local agencies, and a description of the dynamics between the IRWMP and local planning documents will be included in the addendum section. Furthermore, the addendum section will include a description of the current relationship between local land use planning entities and IRWM entities as well as a description of current and future efforts to establish an interactive relationship between land use planning and IRWM planning. Rather than conduct the coordination between the member water agencies and local land use planning entities, this task is budgeted to only create the addendum section on local planning process integration. It is, however, recommended that the WRA plan to conduct briefing meetings for local planning departments.

## **Task 3 – Project Review Process**

A detailed project review process was not part of the Prop 50 IRWMP standards. However, based on the new Public Resources Code Section 75028(a), DWR will require IRWMPs to contain a process to identify implementation projects for inclusion in the IRWMP. The review process will include factors, as specified by DWR, such as:

- How the project contributes to the IRWM objectives;
- How the project is related to selected resource management strategies;
- Technical feasibility of the project;
- Project benefits;
- Specific benefits to disadvantaged communities' water issues;
- Environmental justice considerations;
- Project costs and financing;
- Project economic analysis, including water quality and water supply benefits and other expected benefits;
- Project status;
- Potential for integration;
- Potential for meeting the project goals with an alternative project/modified project;
- Strategic considerations for IRWM plan implementation, including
  - Purposefully integrating projects,
  - Purposefully implementing a project as is,
  - Purposefully meeting project goals with an alternative project/modified project, and
  - IRWM objective priorities; and
- Contribution of the project in combating climate change (energy efficiency, reduction of greenhouse gas emissions, reduction of carbon foot print, or reduction in water demand) as opposed to alternative projects.

In addition, to assist the selection process and to incorporate lessons learned during the region's last project prioritization process, the project prioritization score will also be based on:

- Project readiness – what level of planning has already been completed for this project to move forward;
- Project funding – what level of matching funds can be available; and
- Project's potential to reduce water conflicts in the region.

Greater project priority will be given to projects that are ready to be implemented. This prioritization also means that projects still needing planning will be in a separate category from projects ready to be implemented within 6 months. There may be different levels of readiness established that will be linked to priority.

As with tasks 1 and 2, this project review process task will culminate in the creation of an addendum section on the region's project review process for the IRWMP. Due to budget constraints this task does not include coordination of project prioritization meetings. However, it

is recommended that the WRA hold public workshops in which the new project review process is discussed and refined. The results of any such meetings will be included in the addendum section.

Prior to applying for Prop 84 funds, the WRA will need to conduct public meetings in which projects are subjected to the newly developed project prioritization criteria and ranked. The final order of project priority would need to be included in the same IRWMP that is included with the Prop 84 application. In addition, the WRA should plan on re-ranking project prioritization on an annual basis regardless of funding opportunities. This project ranking process will require additional time and funding that is not available under this project budget.

#### **Task 4 – Miscellaneous IRWMP Updates**

To address the remaining changes and updates in response to new IRWMP standards that will be set by DWR, Task 4 will modify appropriate sections of the existing IRWMP document. The specific areas that this task will update or add include governance description and documentation, data management description, and external agency identification.

The need to address governance will be added by DWR in the new IRWMP standards based on their Prop 50 experience. The IRWMP will need to document the governance that exists to ensure the IRWMP will be updated and implemented beyond existing grant programs. For example, the existing IRWMP mentions that the WRA should update the plan in the next three to five year period, but does not detail the process for how regular updates should be carried out.

As part of this task, a regional water management group that meets the California Water Code section 10537 definition that will be responsible for development and implementation of the IRWMP will be named and described. The breadth of membership and participation will be included in the description to prove the sufficiency of the group. In addition, a description of the IRWM governance structure will be included with a description of how the chosen form of governance ensures:

- Decision making,
- Equal access and participation,
- Communication within the IRWM structure and outside that structure,
- Interim changes and formal changes to the IRWMP, long term implementation of the IRWMP, and
- Coordination with neighboring IRWM efforts and state and federal agencies.

In response to the low score on the “Data Management” section on the unsuccessful Prop 50 application, additional language will be added to the existing IRWMP to describe the region’s data management in better detail. The WRA and member agencies believe that the region has very strong data management procedures, however this was not apparent to IRWMP reviewers. Therefore, as part of this task the existing IRWMP will be modified to describe in greater detail the mechanisms and processes by which data will be collected, stored, and disseminated to IRWM participants, stakeholders, the public, and the State. In addition an

explanation of how the data management system supports local planning efforts with shared data will be included.

Finally, this task will include updating the IRWMP section on coordination to more clearly identify agencies and entities outside of the IRWMP effort targeted for coordination and cooperation. Special attention will be paid to how neighboring IRWMP efforts, and how cooperation or coordination with the other IRWMP efforts, can be accomplished.

**Task 5 – Project Management and Meetings**

To clarify descriptions and provide recommendations and suggestions, WYA staff will attend up to three (3) meetings with either the WRA Board or WRA Technical Committee under this task. It is assumed that meeting coordination will be completed by WRA staff.

**Project Staffing**

WYA staff that will be involved in this project include Steve Macaulay in the role of external project manager, Brenda Estrada in the role of project engineer, and Monique de Barruel in the role of internal project manager and project engineer. Steve, a vice president at WYA, will review all project deliverables. Brenda, a senior engineer, will lead planning process integration efforts (Task 2), provide support for the project review process task (Task 3), and provide support for portions of Task 4. Monique, an associate engineer, will lead the climate change effort (Task 1), provide assistance in Task 2, and perform the majority of tasks in the project review process (Task 3) and in the miscellaneous updates to the IRWMP (Task 4). Steve and Monique will also participate in meetings with the WRA Board or Technical Committee as necessary and appropriate.

**Project Budget**

WYA proposes to perform these services on a time and expense reimbursement basis. Our estimated budget for the scope of work is summarized in the table below. WYA will not exceed \$39,000 without prior written authorization. Please note that printing of project deliverables is not included in this budget.

Task	Budget, dollars
Climate Change	5,900
Land-use Planning Integration	7,700
Project Review Process	14,700
General IRWMP Formatting and Minor Updates	6,700
Project Management and Meetings	4,000
<b>TOTAL PROJECT COST</b>	<b>39,000</b>

## **Project Deliverables**

All deliverables for this project will be electronic files submitted to the WRA. The project budget does not include the printing of any files. WRA is responsible for printing all necessary documents. Whether the electronic deliverable files are in the form of a separate addendum or are included as part of a revised IRWMP document will be determined at a later date with the WRA staff and Technical Committee.

## **Project Schedule**

The proposed project schedule is shown in the table below. The proposed schedule assumes that Notice to Proceed is given by the beginning of September.

Task	Date of Completion
Climate Change	October 2008
Land-use Planning Integration	November 2008
Project Review Process	December 2008
General IRWMP Formatting and Minor Updates	December 2008
Project Management and Meetings	December 2008