

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

### **PROJECT TITLE: Yolo Bypass Integrated Project Coordination for the Yolo County Integrated Regional Water Management Plan (IRWMP)**

#### **Scope of Work**

Through the leadership of the Water Resources Association of Yolo County (WRA), the implementation strategy of the IRWMP established that lead partners for each of the Integrated Actions contained in the IRWMP take responsibility for ensuring progress on priority actions identified in the plan. For the Yolo Bypass Integrated Action, the Yolo Basin Foundation (Foundation) and Yolo Bypass Working Group (YBWG) will collaboratively fill the role of lead partner on the Yolo Bypass Integrated Action. This scope, in coordination with the scope by and between California Department of Water Resources (DWR) and the Center for Collaborative Policy (CCP), will coordinate the regional / subwatershed committee for the Yolo Bypass to foster direct stakeholder participation in the long-range implementation of the IRWMP. Specifically, the IRWMP has established “Integrated Action Work Plans” for each subwatershed in the overall IRWMP planning area.

The Foundation, concurrent with its longstanding role as a leader and convener for stakeholder affairs in the Bypass, will manage this effort. The effort will continue to facilitate a multi-stakeholder subcommittee (Subcommittee) of the existing YBWG to focus on IRWMP implementation efforts. The Subcommittee has adopted Operating Rules to govern the function of the Subcommittee in an interest-based, consensus-driven manner and will continue to discuss and provide recommendations to the WRA regarding implementation of future Bypass projects (as identified in the Integrated Action Work Plan) by a range of potential project managers / organizations. More specifically, proposed goals of this effort would include:

1. Establish and refine priorities for the Yolo Bypass Integrated Action Work Plan to maximize progress on the IRWMP implementation effort.
2. Position Bypass-specific activities to maximize funding opportunities for established work plan priorities/actions in coordination with the WRA.
3. Maintain communications with the WRA on work progress and difficulties that arise in relation to action implementation.
4. Develop a funding succession plan/approach for June 2009 and beyond to maintain key Bypass stakeholders as implementation partners for the IRWMP Yolo Bypass Integrated Action

This scope of work (SOW) describes the Foundation’s anticipated tasks. This SOW is concurrent and integrated with a task order developed between DWR and the CCP, a program of California State University Sacramento. CCP and the Foundation will work cooperatively to implement the tasks necessary to initiate and sustain the Subcommittee.

## **Description of Services**

### **Task 1 – Participate in and Conduct Subcommittee and Working Group Meetings to Implement the Yolo Bypass Integrated Action contained in the IRWMP**

The Foundation will organize, host, and participate in Subcommittee meetings and YBWG meetings. The anticipated frequency of meetings is quarterly, however, meetings may be more frequent as needed. Subcommittee meetings will focus on the implementation aspects of Yolo Bypass IRWMP projects including determination of project leads, educational discussions about technical project conditions, funding, etc. Working Group meetings will focus on Subcommittee reports to the full stakeholder community, and will be the venue to allow public participation into the implementation process for the Yolo Bypass portion of the IRWMP.

Subtasks in support of this task will include but not be limited to:

#### **Subtask 1.1 – Subcommittee Meetings (4)**

Tasks include but are not limited to arranging for up to 4 subcommittee meetings, developing agendas, meeting preparations, communicating with subcommittee members and meeting follow-up activities.

*Deliverables: Subcommittee Meetings Agendas and Meeting Summaries (CCP)*

#### **Subtask 1.2 – Working Group Meetings (4)**

Tasks include but are not limited to developing agendas in consultation with CCP and the Technical Advisory committee, arranging for up to 3 Working Group meetings, communicating with Yolo Bypass stakeholders, meeting preparations and meeting follow-up activities.

*Deliverables: Working Group Meeting Agendas and Meeting Summaries (CCP)*

*Task 1 Budget: \$16,800 (WRA: \$12,600; Lower Yolo Bypass Planning Forum: \$4,200)*

### **Task 2 – Coordinate Subcommittee Activities with WRA Technical Advisory Committee and other entities including city, county and state agencies**

The Foundation will continue to provide leadership on external communication regarding the Subcommittee. Subtasks in support of this task will include but not be limited to:

- Meetings or phone calls between Foundation, CCP facilitator, DWR staff, and IRWMP management representatives as needed to discuss previous and pending activities by the Subcommittee and review integration of Subcommittee outcomes to the larger IRWMP effort.
- Presentations by Foundation (and potentially Subcommittee facilitator) to IRWMP technical committee and overall management.(as requested)
- Ongoing discussions with general public and Working Group members regarding the purpose and results of the Subcommittee (as needed).
- Ongoing discussions with and presentations to State and Local Government representatives regarding the purpose and results of Subcommittee actions as needed.

*Deliverables: Quarterly Report to WRA Technical Committee*

*Task 2 Budget: \$2,400 (WRA)*

**Task 3 – Project Management**

The Foundation will manage the project including staff and budget oversight, invoicing, and schedule/task management, etc.

*Deliverables: Quarterly invoices*

*Task 3 Budget: \$800 (WRA)*

**Contract Budget (not-to-exceed)**

This scope of work funded by the WRA shall not exceed the approved budget of \$15,800 for this scope of work. All parties recognize that the WRA is the funding source for this scope of work.

**Invoicing Process**

Foundation shall submit quarterly invoices to the WRA to the attention of Donna Gentile by the 10<sup>th</sup> of the month following the close of the calendar quarter.

**TERM**

Contractor shall complete this Task Order scope within the following time period:

Start / Termination Date: July 01, 2008 to June 30, 2009

**Project Budget**

The estimated budget for the scope of work is summarized in the table below. The Foundation will not exceed \$15,800 without prior written authorization.

Task	WRA Budget, dollars	LYBPF Budget, dollars
YB Working Group and Subcommittee Meetings	\$12,600	\$4,200
Coordinate Subcommittee activities with Yolo IRWMP and other entities.	\$ 2,400	
Project Management	\$ 800	
<b>TOTAL PROJECT COST</b>	<b>\$15,800</b>	<b>\$4,200</b>

**Project Deliverables**

All deliverables for this project will be electronic files submitted to the WRA.

## **Project Schedule**

The proposed project schedule is shown in the table below.

<b>Task</b>	<b>Date of Completion</b>
YB Working Group and Subcommittee Meetings	June 30, 2008
Coordinate Subcommittee activities with Yolo IRWMP and other entities.	June 30, 2008
Project Management	June 30, 2008

July 23, 2008

**Yolo Bypass Integrated Project Annual Budget - WRA Project  
Funds**

**Start: July 1, 2008**  
**End: June 30, 2009**

	<b>Hours</b>	
	<b>YBIP</b>	<b>LYBPF</b>
<b>Task 1 - Quarterly Subcommittee and Working Group Meetings (Total 6 annual meetings)</b>		
A. Subcommittee (4 meetings) 21 hours/meeting*	63	21
B. Working Group 4 meetings) 21 hours/meeting*	63	21
<b>Task Total</b>	<b>126</b>	<b>42</b>
<b>Task 2 - Coordinate Subcommittee Activities with Yolo IRWMP Technical Advisory Committee and with other entities</b>		
6 hours/quarter	24	0
<b>Task total</b>	<b>24</b>	<b>0</b>
<b>Task 3 - Project Management</b>		
2 hours/quarter	8	0
<b>Task Total</b>	<b>8</b>	<b>0</b>
<b>Annual Total</b>	<b>158</b>	<b>42</b>
<b>Contract Total</b> (hourly rate \$100)	<b>\$15,800</b>	<b>\$4,200</b>

\*Lower Yolo Bypass Planning Forum contract will pay for 1 set of quarterly meetings as a cost-share,