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Lower San Joaquin River Committee Interim Committee Manager (April – September 2012) April 2012

Scope of Work

The Lower San Joaquin River Committee (LSJR Committee) was established by the Executive Committee of CV-SALTS with the expressed purpose of developing a basin plan amendment to establish water quality objectives for salinity in the Lower San Joaquin River upstream of Vernalis. The LSJR Committee is made up of stakeholders on the river and downstream who have volunteered their time to help guide and direct the basin plan amendment project. Due to the committee's volunteer makeup it has become apparent that a paid Committee Manager is necessary to keep the committee's work moving toward completion. The LSJR Committee has prepared a preliminary draft workplan (workplan) for the development of water quality objectives for salinity in the San Joaquin River. The workplan includes, as an appendix, a project table that lists the major activities, subtasks for each activity, and a timeline for completion of the activities and subtasks. The text of the workplan is included as Attachment 1, and the project table is included as Attachment 2.

The purpose of this scope of work is to describe the duties and responsibilities of an interim Committee Manager (interim manager). It is anticipated that the interim manager will serve until approximately the end of September when a long-term manager will be secured. In general, the interim manager will:

- Oversee committee activities
- Finalize and begin implementing the workplan
- Complete specified workplan activities
- Initiate and ensure timely progress is made on other specified activities, and
- Provide the committee with leadership on development of the final draft basin plan amendment, until a long-term manager can be hired to oversee completion of the project.

The workplan activities the interim manager will be entirely or partially responsible for have been identified and highlighted in attached table (Attachment 3). Those activities have been divided into the following categories:

- Project administration
- Communication, coordination, and outreach
- Initiation and management of certain workplan activity tasks
- Completion of certain workplan activities.

The discussion below addresses each of the categories above.

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1. Project Administration

The objective of this work category is to provide project leadership and coordination, to ensure that meetings are efficient, productive, and project records are complete, to finalize and initiate implementation of the workplan, and to provide assistance in contracting preparation and oversight.

A. Project Leadership

The interim manager will provide leadership on a range of policy and technical issues, guidance and direction on updating and refining the project strategy, workplan, and/or budgets, identifying and prioritizing additional work that needs to be accomplished, and determining whether available resources are adequate to complete that work that may arise.

B. Committee Meeting Management, Facilitation, and Record Keeping

The interim manager will be responsible for:

- meeting planning and facilitation to ensure meetings are efficient and productive;
- preparation of committee meeting agendas and meeting materials, and timely distribution to committee members and interested parties;
- development of a recommended method for ensuring that meeting communications and records are complete and available at all times; and
- establishing and maintaining the needed documentation (administrative) records for the draft basin plan amendment.

C. Workplan Completion

The committee has developed a preliminary draft workplan that identifies and describes workplan tasks, and provides cost estimates and a schedule for completion of each task. The interim manager will use the preliminary draft workplan to identify critical pathways and milestones, and, along with input from the committee, will finalize the draft workplan. Following completion of the draft workplan, the interim manager will present the plan to the CV-SALTS Executive Committee and the Central Valley Salinity Coalition (CVSC) for review and comment. Responding to comments received, the interim manager will finalize the workplan.

D. Contracting Assistance

The interim manager will assist the committee in determining needed technical contracts for workplan tasks and, once determined, will coordinate with the CV-SALTS technical project manager to insure scopes of work, criteria for evaluation of potential contractors, requests for qualifications and proposals, and contracts for work are completed. The activities that may need to be contracted in the near future includes review of water quality criteria, identification of proposed water quality objectives, and the technical analyses needed to characterize water quality and estimate baseline salt loading. Activities may also include some of the

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preliminary tasks associated with implementation planning, such as review of selected documents to identify and select preliminary implementation alternatives. The interim manager will also oversee any contracts in effect during the term of this subcontract.

2. Communication, Coordination, and Outreach

The objective of this work category is to maintain a high level of communication and coordination with CV-SALTS, CVSC, the regulated community, other interested parties, and the Central Valley Water Board. This will include:

- A. Stakeholder Communication and Outreach
As needed, the interim manager will be responsible for communication, outreach and information exchange between committee members and other stakeholders.
- B. Coordination with CV-SALTS and CVSC Efforts
The interim manager will facilitate coordination between the committee efforts and those of CV-SALTS and CVSC to integrate and resolve technical and policy-related issues.
- C. Regular Updates to CV-SALTS Committees and Central Valley Water Board
The interim manager will provide bi-monthly written updates to the CV-SALTS Executive and Technical Committees and verbal updates, if requested by either Committee. The interim manager will also provide updates to the Central Valley Water Board, if needed or requested.

3. Initiation and Management of Certain Workplan Activities

There are certain workplan activities scheduled to be started before September, but not scheduled to be completed in their entirety until later. The objective of this work category is to ensure that those workplan activities are begun and that they progress in a timely manner. Those activities include:

- A. Review of Beneficial Uses (VII)*
- B. Review and Delineation of Water Quality Criteria (VIII & IX)
- C. Review of Established WQOs for Salinity (X)
- D. Water Quality Characterization (XIII)
- D. Estimate Baseline Loading (XIV)
- E. Modeling Existing Water Quality (XV)
- F. Implementation Planning (XVII)

* The roman numerals in parentheses behind each activity refer to the numbering of the activities as found in the workplan flow table (Attachment 2) and the workplan breakdown table (Attachment 3)

The interim manager will be responsible for initiating and managing these activities. Some of the tasks identified in the workplan for these activities are behind the schedule

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identified in the workplan, but the interim manager will be responsible for advancing the activities as quickly as possible and should attempt to meet the schedule as closely as possible.

4. Completion of Certain Workplan Activities

The committee has already completed some work on the initial sections of the Basin Plan Amendment Staff Report. Those sections include:

- Basin Description ((IV))*
- Historical Water Use & Salinity Build-up (V)
- Problem Statement (VI)

* The roman numerals in parentheses behind each activity refer to the numbering of the activities as found in the workplan flow table (Attachment 2) and the workplan breakdown table (Attachment 3)

Building off the committee's previous work, the interim manager will complete preliminary drafts of those sections and present them to the committee for review and comment. Based on comments received from the committee members, the documents will be put into a final draft form. Following completion of the final drafts, the interim manager will present them to the CV-SALTS Executive Committee and the Central Valley Salinity Coalition (CVSC) for review and comment. Responding to comments received, the interim manager will finalize the sections.

Schedule

The schedule for the individual activities and tasks identified in this scope of work is imbedded in the preliminary draft workplan schedule, which is contained in the activity flow table (Attachment 2).

Funding Allocated

Not to exceed \$50,000.

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ATTACHMENT 1

Preliminary Draft Workplan

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ATTACHMENT 2

Workplan Flow Table

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ATTACHMENT 3

Workplan Breakdown Table

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