



CALIFORNIA DEPARTMENT OF WATER RESOURCES

SUSTAINABLE GROUNDWATER MANAGEMENT OFFICE

901 P Street, Room 313-B | Sacramento, CA 95814 | P.O. Box 942836 | Sacramento, CA 94236-0001

January 21, 2020

Jenny Gant
Sierra Valley Groundwater Management District
sierravalleygmd@sbcglobal.net

Subject: DWR Facilitation Support Services Application: Sierra Valley – Sierra Valley (5-012.01)

Dear Ms. Gant,

The California Department of Water Resources (DWR) is pleased to notify the Sierra Valley Groundwater Management District (District) and its partner agencies of our approval of your application to the Department's Facilitation Support Services (FSS) program for Sierra Valley – Sierra Valley Subbasin. Attached to this letter is a copy of the FSS scope of work authorized by DWR to assist your agency implement the Sustainable Groundwater Management Act.

Services will be provided to the GSA by CBI's Lead Facilitator Tania Carlone (DWR Contract #4600013267, AM-01; Stantec Consulting Services Inc). The Team of Facilitators will invoice DWR directly, and not the District, for these services. As described in the attached scope, the total labor hours provided is 294.

Facilitation services authorized in response to the District's application include:

- Intra-basin Coordination Meetings – Up to 12 intra-basin coordination meetings and up to 8 coordination conference calls.
- GSP Technical Team Meetings – Up to 12 conference calls and up to one in-person meeting with GSA managers and technical team to support development of the GSP and update to the basin's Communication and Engagement Plan.
- Public Workshops – Up to two public workshops aimed at educating and engaging interested parties and members of the public in GSP development.

As always, please do not hesitate to contact your DWR Regional Coordinator if you have any questions.

Regards,

Simar Dhanota
Senior Engineer

Attachment: Implementation Service Plan No. 9—Recipient Copy

SGMA FACILITATION SUPPORT SERVICES

IMPLEMENTATION SERVICE PLAN

ISP No. 09: Sierra Valley – Sierra Valley (5.012.01)
Sierra Valley Groundwater Management District

I. PREAMBLE

The Department of Water Resources (DWR) is offering Facilitation Support Services (FSS) to assist Groundwater Sustainability Agencies (GSAs) and local water management groups foster discussions that contribute towards implementing the Sustainable Groundwater Management Act (SGMA).

II. DESCRIPTION OF SERVICES

Under DWR Contract No. 4600013267, AM-01 Stantec Consulting Services Inc. (Contractor) provides FSS professional services in the nine below listed categories in support of DWR's Sustainable Groundwater Management Program.

1. Stakeholder Assessments
2. Governance Development
3. Stakeholder Communication and Engagement Planning and Support
4. Public and Stakeholder Outreach
5. Targeted Outreach to Underrepresented Groundwater Users
6. Tribal Government Outreach and Engagement
7. Meeting Facilitation
8. Intra-Basin and Inter-Basin Coordination Support
9. Interest-Based Negotiation

Implementation Service Plan (ISP) No. 09: Sierra Valley Subbasin authorizes Contractor to deliver one or more of the services listed above to support the SGMA Program in the Sierra Valley Subbasin.

DWR has established a not-to-exceed budget of 294 labor hours and \$1,888.90 for travel and other direct costs to execute the Scope of Work by Dec. 31, 2020, unless amended.

III. BACKGROUND

The purpose of the ISP is to provide professional facilitation support to the Sierra Valley – Sierra Valley Subbasin in response to an application submitted to DWR by the Sierra Valley Groundwater Management District (SVGMD) GSA on behalf of itself and the Plumas County GSA. The SVGMD GSA is coordinating development of a single Groundwater Sustainability Plan (GSP) for the basin. The GSP is due to the State on or before January 31, 2022. The GSAs in the basin

previously received SGMA facilitation support through the State Water Resources Control Board (SWRCB). Through this assistance, the GSAs established a working group to support GSP development activities, developed a Communication and Engagement Plan, and engaged with basin stakeholders through public workshops. Facilitation support through the SWRCB ended on December 31, 2019.

The GSAs anticipate formal initiation of GSP development in the summer of 2020. Interim activities supported by facilitation via the SWRCB include coordination with the Northern Partnership and Feather River Land Trust in its preparation of the Proposition 68 GSP Planning Grant proposal for SVGMD GSA to submit to DWR for its consideration. The SVGMD GSA, through existing consultant support, also prepared a Draft GSP Concept Document intended, in part, to serve as a roadmap for formal GSP development.

IV. KEY FACILITATION TASKS

The focus of this implementation service plan is to continue support of technical coordination meetings and stakeholder workshops, and support formal initiation of GSP development this summer. The SVGMD GSA, in partnership with the Plumas County GSA, will manage and direct implementation of the following Facilitation Support Service activities:

Task 1. Intra-Basin Coordination

January 6, 2020 – December 31, 2020

This task entails facilitation for monthly GSA meetings in coordination with GSA managers, technical staff, and DWR Regional Coordination staff in Loyalton, Calif. Activities anticipated under this task include:

- Preparation and facilitation of team presentations at up to 12 meetings of the SVGMD GSA Board of Directors.
- Prepare and facilitate up to 8 conference calls with SVGMD GSA managers and DWR Regional Coordinators, as necessary.
- Development of high-level summaries following GSA meetings
- Prepare, update and manage Decision Log/Database in support action items and issue resolution.

Assumptions:

- Meetings assumed to average 10 hours each, including travel.
- GSA manager conference calls assumed to average 1 hour each.

Deliverables:

- Meeting Agenda
- Meeting Summaries
- Decision Log/Database

Level of Effort (LOE):

Name	Classification	Hours
Tania Carlone	Lead Facilitator	128

Task 2. GSP Technical Meetings*January 6, 2020 – December 31, 2020*

Activities anticipated under this task include facilitation for GSP conference calls with GSA staff and consultant staff, and a mid-year update of the basin's Communication and Engagement Plan consistent with initiation of formal GSP development. Anticipated task activities include:

- Prepare, coordinate and facilitate up to 12 GSP Technical Meetings by conference calls.
- Conduct planning and follow-up briefings by phone, as necessary, in support GSP Technical Meetings.
- Prepare and complete meeting agendas and summaries.
- Prepare, attend and facilitate up to one agency and technical staff meeting, with up to two coordination conference calls, to revise the basin's Communication and Engagement Plan.
- Prepare, update and manage Decision Log/Database in support action items and issue resolution.

Assumptions:

- Task assumes each GSP Coordination meeting, including pre- and post-meeting actions, to average 6 hours.
- Conference calls to be held by webinar.

Deliverables:

- Meeting Agenda
- Meeting Summary
- Updated Communication and Engagement Plan
- Decision Log/Database

Level of Effort (LOE):

Name	Classification	Hours
Tania Carlone	Lead Facilitator	94

Task 3. Public Workshops*January 6, 2020 – December 31, 2020*

This task entails providing planning, coordination, and facilitation support to up to two public workshops in the Loyalton, Calif. area. Activities anticipated under this task include:

- Planning and coordination support for up to two public workshops

- Development of internal annotated workshop agenda to support planning and execution of public workshops.
- Development of workshop informational and logistical materials including meeting agenda, sign-sheet, presentation, meeting flyer/postcard text, email notice and other items, as identified.
- Development of high-level workshop summaries

Assumptions:

- Public workshops assumed to average 24 hours each, including travel.

Deliverables:

- Annotated Workshop Agenda
- Workshop Summary
- Meeting materials including agenda, presentation, sign-in sheets and other handouts, as identified.
- Updated Decision Log/Database

Level of Effort (LOE):

Name	Classification	Hours
Tania Carlone	Lead Facilitator	48

Task 4. Contract Management

January 6, 2020 – December 31, 2020

Activities anticipated under this task include:

- Prepare and submit monthly progress reports of activities in support of this ISP.
- Submittal of deliverables identified in this ISP.

Deliverables:

- Monthly Progress Report
- Submittal of deliverables identified in this ISP

Level of Effort (LOE):

Name	Classification	Hours
Tania Carlone	Lead Facilitator	24

V. TERM

Work will occur in the period of *January 6, 2020 – December 31, 2020*

VI. BUDGET ASSUMPTIONS

1. Travel is budgeted at \$1,888.90 in anticipation of 13 driving trips. Travel will be reimbursed at actual costs up to authorized state rates. The facilitators will work with the SVGMD GSA to ensure meetings are combined with meetings held for preparation of GSPs in the basin to minimize travel.
2. The SVGMD GSA and/or participating agencies will provide for all other direct expenses including photocopies, meeting rooms, refreshments and other related items.
3. All materials will be transmitted electronically.
4. The ISP Budget Worksheet, Appendix A provides the budgeted cost breakdown for DWR.
5. Tasks described above are subject to change in the event the GSA, through a successful Prop. 68 grant application, retains other facilitation and outreach support that replaces resources provided through this ISP. If this occurs, the assigned facilitator shall assist in the onboarding of replacement resources to ensure continuity of stakeholder engagement.

VII. CONTRACTOR STAFFING

Contractor will assign the individuals listed below to perform the professional-level services required in this Project. If for some reason anyone listed is unable or unavailable to perform as planned, any replacements or substitutes will be subject to prior approval by DWR.

Job Classification	Assigned Staff (Subcontractor)
Lead Facilitator	Tania Carlone (CBI)

SIGNATURES

Approved by signature.



Keith Wallace, Supervising Engineer, DWR



Gail Eaton, Contractor



Craig Moyle, Contractor