

WORK PLAN – NORTH AMERICAN BASIN REGIONAL DROUGHT CONTINGENCY PLAN

A. INTRODUCTION

A.1 Scope and Purpose of Drought Contingency Plan

The North American Basin (NAB) Regional Drought Contingency Plan (RDCP) is a collaborative project among five large municipal and industrial (M&I) water agencies with Bureau of Reclamation (Reclamation) water service contracts to divert supply from the American River and Folsom Reservoir, an integrated feature of the Central Valley Project (CVP).

Current drought conditions in California have revealed substantial risks to the public water supply system in the greater Sacramento region, and the need to prepare a RDCP to increase the resiliency of the region's water resources in the face of future climate and drought conditions. The Partners have been engaged in integrated regional planning for more than two decades, and have been coordinated under the Regional Water Authority (RWA¹) since 2001.

This work plan is to develop the NAB RDCP. It will involve 5 water agencies with U.S. Department of the Interior, Bureau of Reclamation (Reclamation) water service contracts (Placer County Water Agency [PCWA], City of Folsom [Folsom], City of Roseville [Roseville], City of Sacramento [Sacramento], San Juan Water District [SJWD] – the Partners) and will include participation by 12 water agencies in the North American Basin², RWA, Water Forum, California Department of Water Resources (DWR), and Reclamation.

A.2 Planning Area

The planning area include northern Sacramento and western Placer Counties. The entire area subject to the RDCP is shown in **Figure 1** and includes some 550 square miles, with 17 water suppliers serving a population of more than 1 million people. The Partners are shown in the map in darker blue, with the remainder of the RDCP area shown in lighter blue. The RDCP area encompasses the cities of Citrus Heights, Folsom, Lincoln, Rancho Cordova, Rocklin, Roseville, and Sacramento.

¹ RWA is a joint powers authority formed in 2001 and consisting of more than 20 water suppliers in the greater Sacramento region for the purpose of protecting and enhancing the sustainability of regional water supplies.

² California American Water Company, Carmichael Water District, Citrus Heights Water District, City of Lincoln, Del Paso Manor Water District, Fair Oaks Water District, Golden State Water Company, Natomas Central Mutual Water Company, Orange Vale Water Company, Rio Linda/Elverta Community Services District, Sacramento County Water Agency, Sacramento Suburban Water District.

Work Plan – North American Basin Regional Drought Contingency Plan

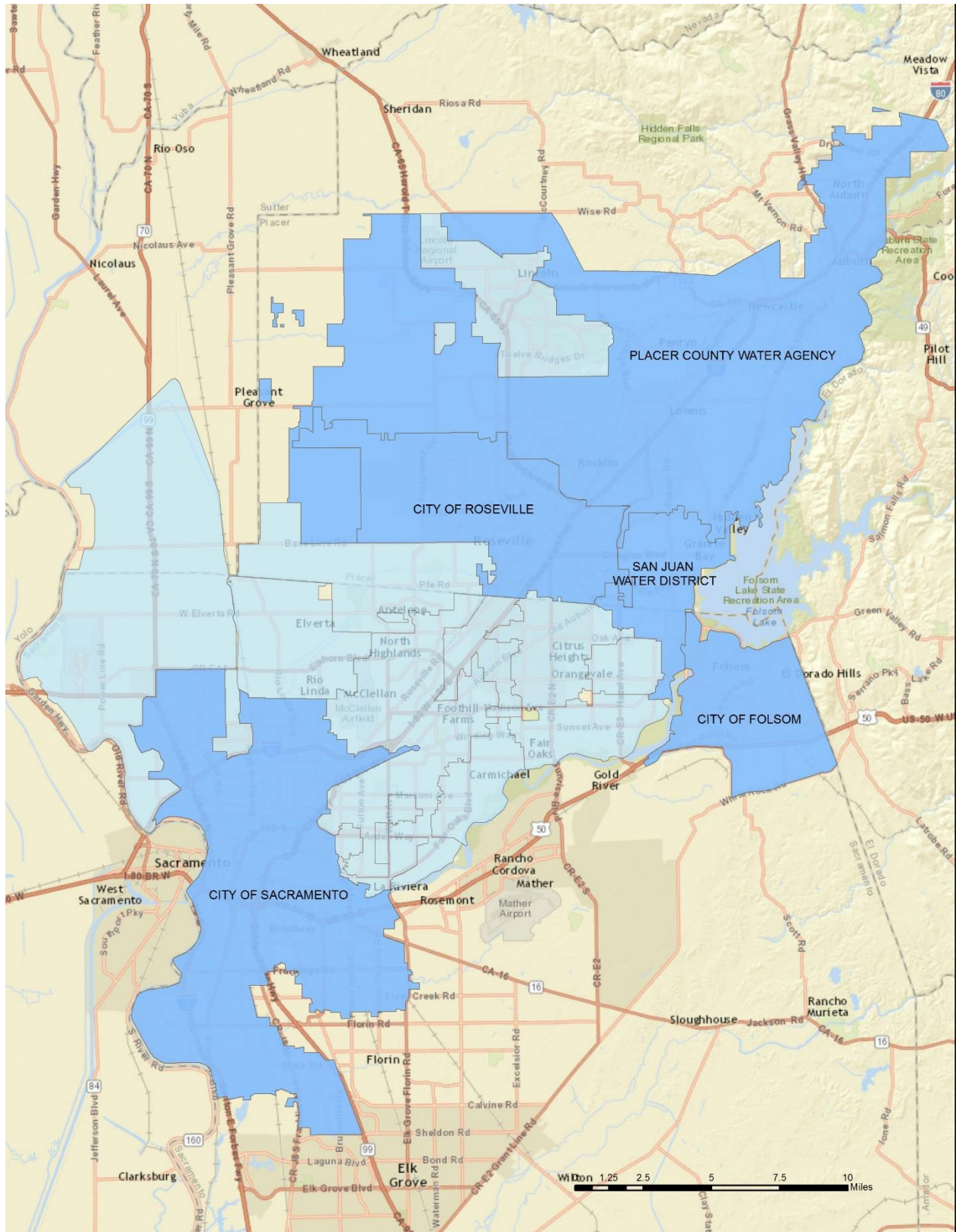


Figure 1. North American Basin Regional Drought Contingency Plan Area

A.3 Background

For years, the region has been working on coordinated planning to improve water supply reliability. The latest products of the regional planning include a 2012 System Optimization Review (SOR) partially funded by Reclamation and the 2013 update to the American River Basin Integrated Regional Water Management Plan (IRWMP). Each of the Partners do have established agency-specific Water Shortage Contingency Plans that define water use reduction states during emergency conditions. The RDCP will build on these existing regional and agency-specific efforts.

B. PLANNING APPROACH

B.1 Detailed Budget and Schedule

The detailed budget for developing the RDCP is presented in **Table 1**. The detailed schedule is presented in **Figure 2**.

Table 1. North American Basin Regional Drought Contingency Plan Budget

TASK	TOTAL Contractor	TOTAL Local Agencies	GRAND TOTAL
Task 1 – Establish Drought Planning Task Force	\$ 10,236	\$ 1,200	\$ 11,436
Task 2 – Develop Detailed Work Plan	\$ 15,488	\$ 2,100	\$ 17,588
Task 3 – Develop Communications & Outreach Plan	\$ 8,022	\$ 450	\$ 8,472
Task 4 – Develop Draft Regional Drought Contingency Plan	\$ 222,464	\$ 82,900	\$ 305,364
Subtask 4.1 – Drought Monitoring	\$ -	\$ 21,000	\$ 21,000
Subtask 4.2 – Vulnerability Assessment	\$ 98,476	\$ 15,400	\$ 113,876
Subtask 4.3 – Mitigation Actions	\$ 104,720	\$ 13,600	\$ 118,320
Subtask 4.4 – Response Actions	\$ 2,976	\$ 21,000	\$ 23,976
Subtask 4.5 – Operational & Administrative Framework	\$ 8,632	\$ 8,600	\$ 17,232
Subtask 4.6 – Update Process	\$ 7,660	\$ 3,300	\$ 10,960
Task 5 – Prepare Final Regional Drought Contingency Plan	\$ 43,696	\$ 7,200	\$ 50,896
Task 6 – Reclamation Agreement Management	\$ -	\$ 18,000	\$ 18,000
TOTAL	\$ 299,906	\$ 111,850	\$ 411,756

This page is intentionally left blank.

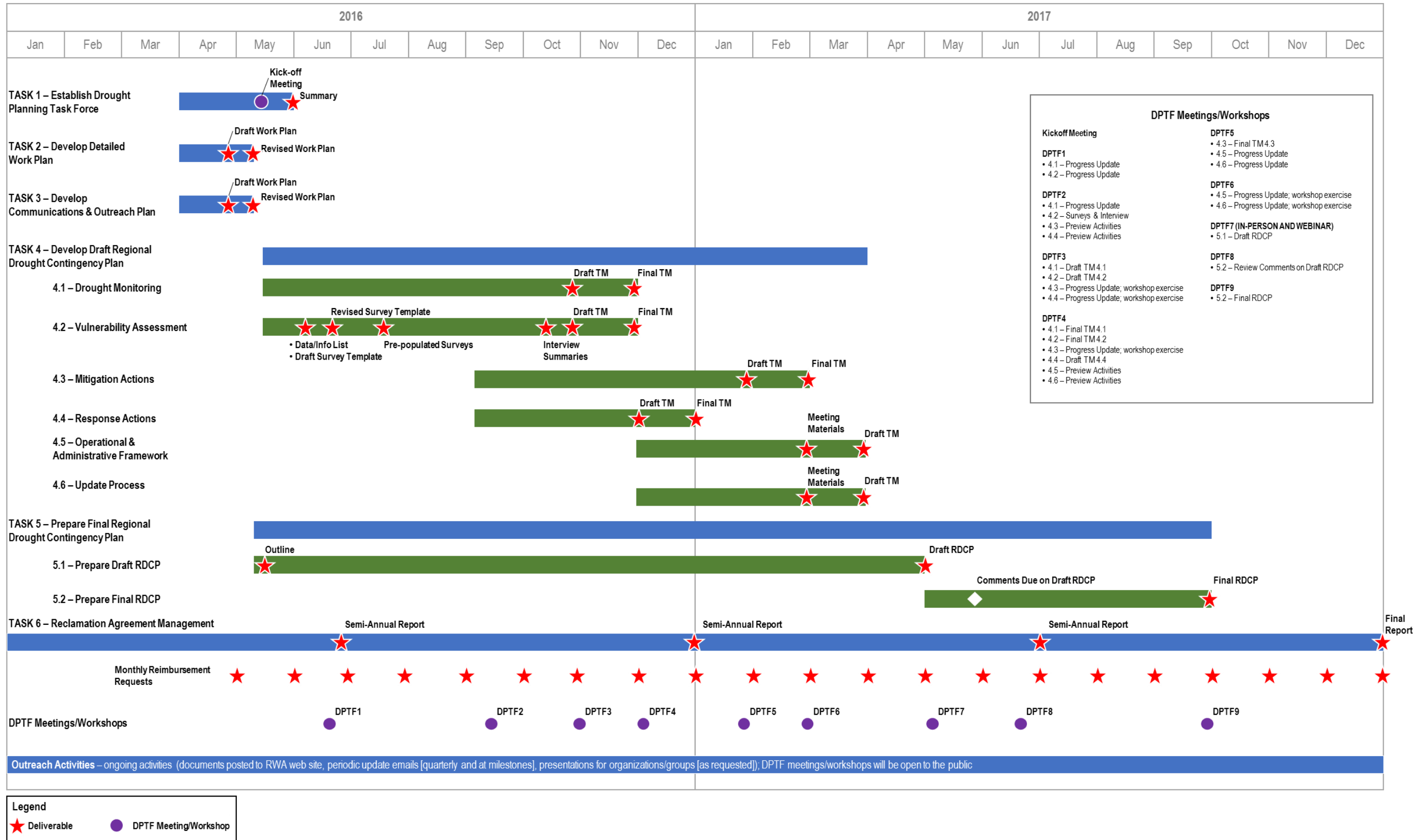


Figure 2. North American Basin Regional Drought Contingency Plan Schedule

This page is intentionally left blank.

B.2 Narrative Description of Plan to Complete Six Required Elements

This section contains the scope of work to complete each of the six required elements of the RDCP.

Task 1 – Establish Drought Planning Task Force

Purpose:

This task will establish a Drought Planning Task Force (DPTF) and conduct a kick-off meeting. The Partners and RWA will act as the Planning Leads. A minimum of 12 additional water supply agencies in the project area will be engaged as potential active participants. These agencies represent the M&I and agricultural water suppliers in the RDCP area. Additionally, the Sacramento Water Forum will be engaged as a key representative of the environmental interest for water. DWR will be engaged as a potential participant. Reclamation will be engaged as a key interest within the RDCP area and beyond.

Meeting content is assumed to come from the work plan (Task 2) and Communications and Outreach plan (C&O plan) (Task 3).

Description:

- Develop kick-off meeting facilitation plan, agenda, and other materials. There are several objectives for this meeting – refine the purpose, goals, and objectives for the RDCP; confirm roles and responsibilities; discuss potential constraints for planning purposes; agree on protocols for communications and interactions with elected officials and other organizations/agencies that may be become involved in this process; and agree on the RDCP schedule and milestones. As this group will likely be making decisions related to the RDCP, this group will be chartered.
- Schedule and conduct kick-off meeting with DPTF.
- Note: Task 1 only includes establishing the DPTF. Tasks 4 and 5 include convening the DPTF for development of the draft and final RDCPs.

Deliverables:

- Kick-off meeting materials, including draft DPTF charter (based on RDCP work plan) – 10 hard copies
- Kick-off meeting summary – electronic copy

Task 2 – Develop Detailed Work Plan

Purpose:

This task will develop a detailed work plan prior to commencing substantive work on the RDCP. This work plan will include the tasks, schedule, and budget required to complete the RDCP.

Description:

- Develop draft work plan for preparation of the RDCP including detailed task descriptions, project schedule (with task timelines, meetings, deliverables and other plan development milestones, and review periods), budget, and a RACI chart for involved parties (Planning Leads, consultant, Reclamation, DPTF, stakeholders and other interested parties). Note that this RACI chart will be developed through the C&O plan (Task 3).
- Provide draft work plan to Reclamation for review.
- Address Reclamation comments and develop revised work plan.

Deliverables:

- Draft work plan – electronic copy
- Revised work plan – electronic copy

Task 3 – Develop Communications & Outreach Plan

Purpose:

The task will develop a C&O plan to ensure active stakeholder and public engagement in preparation of the RDCP. Work with current stakeholders, including Reclamation, to identify if there are any additional stakeholders that should be involved in the process. The C&O plan will identify how to reach out to those stakeholders and how to keep them engaged or informed of the RDCP development process.

This task will capitalize on the strengths, skills, and existing processes that have been employed by RWA as well as the ongoing stakeholder relationships RWA has developed over the course of many years and projects. The C&O plan will be prepared as a “living document,” adjustable as circumstances and information change. Utilizing existing information and processes, the C&O plan will provide overall direction and coordination with other planning functions. It will include:

- **Goals** by activity and audience (internal and external).
- **Roles and Responsibilities:** A RACI responsibility matrix (RACI chart) will be developed for the involved parties (Planning Leads, consultant, Reclamation, DPTF, stakeholders and other interested parties), defining the participation by those groups in developing the RDCP. This RACI chart will help to track accountability, to improve the value of meetings, and to see the bigger picture.
- **Relevant Key Messages:** Key messages will be developed for the RDCP and for each audience identified in the RACI responsibility matrix.
- **Activities and Tools:** A range of outreach activities and tools will be identified for each audience and targeted according to their unique needs and communication preferences, and consistent with the RACI responsibility matrix.
- **Measures of Success:** Specific measurable outcomes will be identified.
- **Timeline:** A timeline for completing tasks and evaluating results will be developed so the Planning Leads and DPTF remain on target for completion of the RDCP.

Description:

- Develop the draft C&O plan. Provide to Reclamation for review.
- Address Reclamation comments and developed revised C&O plan.
- Note: Task 3 only includes developing the C&O plan. Tasks 4 and 5 include implementing the C&O plan for development of the draft and final RDCPs.

Deliverables:

- Draft C&O plan (up to 10 pages) – electronic copy
- Revised C&O plan (up to 10 pages) – electronic copy

Task 4 – Develop Draft Regional Drought Contingency Plan

Subtask 4.1 – Drought Monitoring

Purpose:

This task will create a framework for predicting and confirming future droughts by establishing data metrics used to indicate drought conditions in the RDCP area.

Description:

This task include the following activities:

(1) Summarize Water Availability Data –

The region currently has significant ongoing monitoring efforts. Sources of data include State, federal, and local data available on the California Data Exchange Center (CDEC), participating water supply agencies,

and regional groundwater management agencies. The available data for near- and long-term water availability in the RDCP area will be reviewed, consolidated, and summarized.

(2) Summarize Water Supply Conditions Indices –

A number of indices exists that describe the water supply conditions for different sources. Through the Water Forum process, local water suppliers define water conditions based on unimpaired inflow to Folsom Reservoir. Inflow dictates when certain agencies can divert surface water or when they must use groundwater as an alternate water source. In turn, Reclamation uses conditions throughout its Central Valley reservoirs to define supply conditions to assign annual allocations to its contractors. It is possible to have relatively normal conditions in the American River watershed, while having dry conditions in other parts of the Central Valley Project (CVP). These various indices need to be understood to develop effective mitigation strategies in the RDCP. The various water supply indices affecting supply sources in the region will be compiled and described.

(3) Explore Developing a Water Supply Index for the American River Basin –

There is a need for a composite index for the American River Basin that describes the overall water supply conditions in the region that accounts for both the hydrological conditions, as well as the CVP water supply conditions. This index will facilitate prediction and confirmation of future droughts. Various potential formulations of this index will be explored and their performance against historical record will be investigated. Input will be sought from the participating agencies, Reclamation, and DWR to gauge acceptance and utility of this potential index.

Deliverables:

- Draft Drought Monitoring TM – electronic copy
- Final Drought Monitoring TM – electronic copy

Subtask 4.2 – Vulnerability Assessment

Purpose:

This task will evaluate the risks and impact of current and future drought in the RDCP area. Assessment of the region's vulnerabilities in terms of its water supply reliability will be conducted for each of the 5 CVP participating agencies. Because of the interrelated water resources and infrastructure in the basin, information on water supply vulnerabilities will be collected from adjacent agencies within the basin. This would allow for more complete assessment of potential mitigation and response actions for the 5 CVP contractors that can leverage regional collaboration and coordinated actions.

Due to the limited timeframe for completion of the RDCP, collecting the information and data needed to develop the Vulnerability Assessment and the RDCP must be done efficiently and make effective use of existing and readily available sources. It is anticipated that sources will include regional, State, and federal studies and datasets; local agency information; existing modeling datasets.

A survey/questionnaire template will be developed. Existing and available information will be reviewed and summarized before finalizing the survey questions. This will allow for most efficient use of the resources and agency staff time. Summarized information will be distributed for each agency prior to its survey to allow for verification of the developed information.

Assumptions:

- One interview per agency (5 Partners and 12 water agencies in North American Basin)
- Maximum of two follow-up calls/emails per agency to acquire outstanding information/data
- Agencies will provide requested information, data, and other materials in a timely manner and be responsive to follow-up communications

- Surveys/questionnaires will NOT be updated after interviews and follow-up communications. Information and data will be included in the RDCP

Description:

Vulnerability assessment is the process of identifying, quantifying, and prioritizing the key factors that can negatively affect water supply reliability. The vulnerability assessment process involves the following activities:

- **Develop Agency Water Supply Portfolio –**

Develop summary of each agency's water rights and contract entitlements, groundwater production capacity, and recycled water. Assess the priority and place of use restrictions for surface water rights, and reliability of contract entitlements.

Using historical water use information and other available information, develop an estimate of total water demands under existing and projected future demands at build-out (2035). Estimate total source capacity and storage capacity (i.e., surface water, groundwater pumping capacity, available storage, and interconnections). Compare total source capacity with estimated water demands for existing and future demand conditions, and under dry and average hydrologic conditions. This comparison will be developed for each agency to highlight the demand variability throughout the course of year, and variability of supplies across multiple years of different hydrological conditions.

- **Inventory Major Regional Water Infrastructure & Interties –**

Develop an inventory of key water infrastructure assets (diversions, interties, water treatment, groundwater wells, etc.). A geographical information system (GIS) based map of major regional water infrastructure will be developed to identify the current ability to move water around the region. Data in the map will include water system interconnections between agencies, as well as information on major pipelines and system operating pressures. Status of system fluoridation will also be identified, as it is a key barrier for regional interconnections. This information will be used to characterize the adequacy of regional conveyance capacities and interconnections.

- **Establish Agency's Preference for Level of Service and Type of Mitigation –**

For each agency, establish the desired level of service (or water supply reliability threshold) under drought conditions. This threshold will be used to measure the degree of vulnerability facing each agency from the various threats. As part of the survey, gauge each agency preference for the various types of mitigation actions, and establish any policy limitations on its participation in certain actions (e.g., fluoridated supplies).

- **Identify Potential Vulnerabilities –**

Assess vulnerabilities of water supply reliability under conditions of:

- Hydrologic and regulatory droughts (low reservoir storage, low precipitation and snow pack, water rights curtailments, water contract entitlement reductions, state-mandated conservation targets)
- Future climate change using the existing climate impacts assessment included in the American River Basin Integrated Regional Water Management Plan (ARB IRWMP). Additionally, information from an ongoing Reclamation basin study of the Sacramento and San Joaquin Basins will be used to inform vulnerabilities under future climate conditions.

Summarize other identified regional water treatment and delivery challenges, and highlight agency-specific needs.

Identify the key vulnerabilities and organize them into logical categories that facilitate identification and evaluation of potential mitigation and response actions. Examples of potential categories include: treatment facility conditions, treated water conveyance and interconnections, untreated water conveyance, operational efficiency and utilization, and institutional/regulatory.

Development of Data/Information Needs and Conduct of Water Agency Interviews:

- Develop a consolidated list of information and data needed and sources (from Tasks 4.1 – 4.5)
- Develop survey/questionnaire template
- For each agency, pre-populate survey/questionnaire with existing and readily available information
- Schedule and conduct 17 interviews
- Conduct agency follow-up (as needed)

Deliverables:

- List of information and data needed and sources – electronic copy
- Draft agency survey/questionnaire template – electronic copy
- Revised agency survey/questionnaire template – electronic copy
- Pre-populated surveys/questionnaires (by agency) – electronic copy for email; 2 hard copies of each survey/questionnaire for interview
- Brief Interview Summaries – electronic copies
- Draft Vulnerability Assessment TM – electronic copy
- Final Vulnerability Assessment TM – electronic copy

Subtask 4.3 – Mitigation Actions

Purpose:

This task will identify, evaluate, and prioritize actions and activities to improve the region's resiliency in the face of drought conditions. In particular, the vulnerabilities identified in Subtask 4.2 will be used to develop mitigation actions.

Description:

This task include the following activities:

(1) Identify Mitigations Actions –

Identification of mitigation actions will be through facilitated workgroup meetings among the participating agencies to discuss their vulnerabilities (identified above) and then begin identifying potential actions. Prior to workgroup meetings, a potential range of mitigation actions will be identified from existing regional plans and studies (e.g., the ARB IRWMP, Urban Water Management Plans). This range of actions will be summarized and used a starting points for workgroup discussions. It is anticipated that up to four (4) workgroup meetings will be conducted for the participating agencies. In addition, Reclamation input will be used identify what range of actions are appropriate to explore with respect to coordinated local and Federal actions.

The range of mitigation actions will include:

- Structural improvements
- Operational improvements
- Institutional/Administrative improvements

(2) Develop Evaluation Criteria and Metrics –

To evaluate the identified mitigation actions, evaluation criteria and metrics will be developed. The evaluation criteria will be cover the following considerations:

- Achieving and maintaining the reliability in water supply threshold (desired level of service) under various hydrologic conditions.
- Meeting both short-term and long-term growth needs, and providing flexibility to address uncertainty from the dynamic urban growth
- Protecting the groundwater basin by pumping within the long-term average annual sustainable yield, as defined in the Water Forum Agreement.

- Maintaining compatibility with existing and planned water supply infrastructure
- Leveraging regional solutions to achieve resiliency goals for multiple agencies in a cost-efficient matter.
- Implementation complexity and practicability

The evaluation criteria will be vetted and refined by the participating agencies during the workgroup meetings planned for developing the mitigation actions.

(3) Preliminary Screening of Mitigation Actions –

The developed evaluation criteria will be used to evaluate the mitigation actions. The evaluation will be conducted using available information and done at conceptual levels. The purpose of this high level evaluation is to identify major flaws or undesirable attributes of the compiled mitigation actions, which will be eliminated from further considerations.

(4) Prioritization of Mitigations Actions –

The screened mitigation actions will be further evaluated to assess implementation requirements, costs, and how whether these actions can be implemented by individual agencies or are part of a broader regional actions (e.g., federally recognized groundwater bank). Additional synergy and discord among different alternatives will be also reviewed and reported.

Evaluation of screened mitigation actions will not involve detailed hydraulic analysis for facility planning, or detailed operation modeling of the integrated surface water and groundwater resources. Spreadsheet tools will be used to post process information from existing studies and available historical data.

The mitigation actions will be classified into short-, mid-, and long-term actions. The actions will also be grouped into actions by single agency, by multiple adjacent agencies, and broad regional actions. The result of the evaluation and classification of mitigation actions will be used to prioritize the mitigation actions for implementation.

Deliverables:

- Draft Mitigation Actions TM – electronic copy
- Final Mitigation Actions TM – electronic copy

Subtask 4.4 – Response Actions

Purpose:

This task will identify, evaluate, and prioritize response actions and activities that can expeditiously mitigate impacts during an ongoing drought.

Description:

The task will include the following activities:

(1) Summarize Water Shortage Contingency Plans –

This task involve collecting existing water shortage contingency plans in the RDCP area. These water shortage plans identify specific trigger and water cutback requirements based on water supply stages. These response actions will be organized into logical categories to facilitate comparison.

(2) Develop Regional Response Actions –

Based on a review and summary of existing water shortage stage actions, recommended regional response actions related to the drought monitoring framework (Subtask 4.1) will be developed.

Deliverables:

- Draft Response Actions TM – electronic copy
- Final Response Actions TM – electronic copy

Subtask 4.5 – Operational and Administrative Framework

Purpose:

This task will develop and describe the roles, responsibilities, and procedures for conducting drought monitoring, initiating mitigation and response actions, and updating the RDCP. Funding mechanisms for these activities will also be addressed. Anticipated frequencies will be discussed. (NOTE that some activities may be initiated based on a trigger or other event, as opposed to a pre-selected date or timeframe.) As implementation of these activities will likely involve others outside of the Planning Leads, conduct of this task will also include the 12 water agencies in the North American Basin.

Description:

- Develop framework meeting facilitation plan, agenda, and other materials. The purpose of this meeting will be to get input on proposed roles, responsibilities, procedures, funding mechanisms, and activity frequencies.
- Schedule and conduct framework meeting.
- Develop draft Operational and Administrative Framework (based on input received at framework meeting).

Deliverables:

- Meeting materials – 20 hard copies
- Draft Operational and Administrative Framework TM – electronic copy

Subtask 4.6 – Update Process

Purpose:

This task will develop and describe a process and schedule for monitoring, evaluating, and updating the RDCP. Coordination with other ongoing regional efforts and updates will be addressed (American River Basin Integrated Regional Water Management Plan; American Basin Regional Reliability Plan; groundwater management activities of Sacramento Groundwater Authority, Western Placer Groundwater Management Group; etc.). (NOTE that some activities may be initiated based on a trigger or other event, as opposed to a pre-selected date or timeframe.) As implementation of these activities will likely involve others outside of the Planning Leads, conduct of this task will also include the 12 water agencies in the North American Basin.

Description:

- Develop proposed RDCP update process materials for use in Task 4.5 meeting (unless Planning Leads determine a need for a separate meeting on the update process).
- Develop draft RDCP Update Process (based on input received at Task 4.5 meeting).

Deliverables:

- Proposed RDCP update process materials (for Task 4.5 meeting)
- Draft RDCP Update Process TM – electronic copy

Task 5 – Prepare Final Regional Drought Contingency Plan

Subtask 5.1 – Prepare Draft Regional Drought Contingency Plan

Purpose:

This task will prepare the draft RDCP for review.

The six required DCP elements include:

- Drought Monitoring (Subtask 4.1) – Section 2
- Vulnerability Assessment (Subtask 4.2) – Section 3
- Mitigation Actions (Subtask 4.3) – Section 4
- Response Actions (Subtask 4.4) – Section 5
- Operational and Administrative Framework (Subtask 4.5) – Section 6
- Plan Update Process (Subtask 4.6) – Section 7

The draft TMs developed in each subtask listed above will be included in the draft RDCP as chapters. An Introduction section (Section 1) will be added to provide background information; describe pre-RDCP development activities (DPTF, overall work plan, C&O plan); summarize efforts of the planning leads and DPTF as well as stakeholder and public outreach; and describe document organization.

Description:

- Develop annotated outline for RDCP (note that this outline will be developed for use in the kick-off meeting; it will likely be revised during conduct of Subtasks 4.1 – 4.6, depending on the outcomes of those subtasks)
- Develop draft Section 1 (Introduction)
- Prepare draft RDCP using draft Section 1 and the draft TMs from Subtasks 4.1 – 4.6. Appendices to the draft RDCP will include any appendices to the draft TMs, the revised C&O plan, and other summaries/materials (as appropriate).

Deliverables:

- RDCP Annotated Outline – electronic copy
- Draft RDCP – electronic copy; 10 hard copies

Subtask 5.2 – Prepare Final Regional Drought Contingency Plan

Purpose:

This task will produce the Final RDCP for public release.

Following completion of the draft RDCP, a review copy will be submitted to Reclamation to ensure the plan meets program requirements. Additionally, a draft of the RDCP will be provided to the DPTF participants and other interested stakeholders for a 30-day review period. This task will address comments and prepare a final version of the RDCP.

Description:

- Provide draft RDCP to Reclamation, DPTF participants, and other interested stakeholders.
- Compile comments. Planning Leads will review comments and determine how to address them.
- Produce final RDCP.

Deliverables:

- Final RDCP – electronic copy; 10 hard copies

Task 6 – Reclamation Agreement Management

Purpose:

This task will ensure that all project activities are in compliance with the Reclamation funding agreement. This task will be consistent with the work plan schedule (developed in Task 2).

Description:

- Procure contractor to support Planning Leads in development of RDCP.
- Prepare semi-annual reports for submission to Reclamation.

- Prepare reimbursement requests for submission to Reclamation.
- Prepare final project report for submission to Reclamation.

Deliverables:

- Contractor RFP, selection, and contract/agreement execution.
- Semi-annual reports (assume 3 reports – June 2016, December 2016, June 2017).
- Final project report (assume 1 report – December 2017).
- Monthly reimbursement requests (assume 21 requests – April 2016 – December 2017).

B.3 Planning Oversight Structure

As detailed in **Table 2** (Section B.5) and described in Section D, DPTF members will be given the opportunity to review RDCP deliverables and provide comments. The Planning Leads will address review comments, make decisions related to the RDCP, provide direction to the Contractor, and act on any next steps/recommendations.

B.4 Decision Making Process

As detailed in **Table 2** (Section B.5) and described in Section D, the Planning Leads will make decisions related to the RDCP in consultation with the other 12 water agencies in the North American Basin³, the Sacramento Water Forum, and Reclamation.

B.5 Roles and Responsibilities of Recipient, Task Force, and Individual Task Force Members

See **Table 2** for the roles and responsibilities of the Recipient and Task Force, including individual Task Force members. The full RACI responsibility matrix is presented in Section D.

³ California American Water Company, Carmichael Water District, Citrus Heights Water District, City of Lincoln, Del Paso Manor Water District, Fair Oaks Water District, Golden State Water Company, Natomas Central Mutual Water Company, Orange Vale Water Company, Rio Linda/Elverta Community Services District, Sacramento County Water Agency, Sacramento Suburban Water District.

Table 2. Recipient and Task Force Roles and Responsibilities ^[1]

	Responsible	Accountable	Consulted	Informed	
GROUP	R	A	C	I	ANTICIPATED ACTIVITIES
RWA	<input checked="" type="checkbox"/>				<ul style="list-style-type: none"> * Review RDCP progress (technical, schedule, budget, etc.) * Prepare for upcoming meetings * Submit deliverables to and fulfill reporting requirements of Reclamation
DPTF		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<ul style="list-style-type: none"> * Conduct kick-off meeting to: refine RDCP purpose, goals, and objectives; confirm roles & responsibilities; discuss potential constraints for planning purposes; agree on protocols for communications & interactions with elected officials & other organizations/agencies that may be involved; agree on RDCP schedule & milestones * Review RDCP progress
<i>Individual Task Force Members:</i>					
<i>Planning Leads (RWA and Partners)</i>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<ul style="list-style-type: none"> * Provide input (review comments, RDCP direction, larger policy issues, etc.) * Provide information required for RDCP task completion * Address review comments * Make decisions related to RDCP and resolve issues * Provide direction to Contractor * Act on next steps/recommendations (as appropriate)
<i>12 Additional Water Supply Agencies in RDCP Area ^[2]</i>			<input checked="" type="checkbox"/>		<ul style="list-style-type: none"> * Provide input (review comments, RDCP direction, feedback on policy issues, etc.) * Provide information required for RDCP task completion
<i>Sacramento Water Forum</i>			<input checked="" type="checkbox"/>		<ul style="list-style-type: none"> * Provide input (review comments, RDCP direction, feedback on policy issues, etc.)
<i>DWR</i>				<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> * Become informed on RDCP progress * Provide input (review comments, etc.)
<i>Reclamation</i>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> * Become informed on RDCP progress * Provide input (review comments, RDCP direction, etc.) * Receive deliverables and other reporting requirements
RDCP Support – Contractor	<input checked="" type="checkbox"/>				<ul style="list-style-type: none"> * Conduct RDCP scope of work based on direction provided by Planning Leads * Develop meeting materials and facilitate meetings * Present issues to be resolved and other items requiring input/direction to Planning Leads * Adhere to schedule and budget

^[1] **Responsibility** describes where the work is done, who is responsible for carrying out a task

Accountability describes where the buck stops, who is held accountable.

Consulted are the critical people who need to contribute prior to completing the activity

Informed indicates that it is less critical for this person to be involved but they need to be updated and informed about the outcome of the activity.

^[2] California American Water Company, Carmichael Water District, Citrus Heights Water District, City of Lincoln, Del Paso Manor Water District, Fair Oaks Water District, Golden State Water Company, Natomas Central Mutual Water Company, Orange Vale Water Company, Rio Linda/Elverta Community Services District, Sacramento County Water Agency, Sacramento Suburban Water District.

B.6 Coordination between Recipient, Task Force, and Interested Stakeholders

As described in Section B.2 and Section D, implementation of the C&O plan is intended to ensure active stakeholder and public engagement in preparation of the RDCP. Through the DPTF, the Planning Leads will work with current stakeholders, including Reclamation, to identify if there are any additional stakeholders that should be involved in the process. The C&O plan will identify how to reach out to those stakeholders and how to keep them engaged or informed of the RDCP development process.

The C&O plan will capitalize on the strengths, skills, and existing processes that have been employed by RWA as well as the ongoing stakeholder relationships RWA has developed over the course of many years and projects. The C&O plan will be prepared as a “living document,” adjustable as circumstances and information change. Utilizing existing information and processes, the C&O plan will provide overall direction and coordination with other planning functions.

C. DOCUMENTATION AND REPORTING

C.1 Deliverables and Documentation Requirements

Table 3 contains the list of deliverables by task/subtask and the anticipated dates.

Table 3. Schedule of Deliverables

Description	Anticipated Date
Task 1 – Establish Drought Planning Task Force	
• Kick-off meeting materials	May 2016
• Kick-off meeting summary	May 2016
Task 2 – Develop Detailed Work Plan	
• Draft work plan	Apr 2016
• Revised work plan	May 2016
Task 3 – Develop Communications & Outreach Plan	
• Draft C&O plan	Apr 2016
• Revised C&O plan	May 2016
Task 4 – Develop Draft Regional Drought Contingency Plan	
Subtask 4.1 – Drought Monitoring	
• Draft Drought Monitoring TM	Oct 2016
• Final Drought Monitoring TM	Nov 2016
Subtask 4.2 – Vulnerability Assessment	
• List of information and data needed and sources	Jun 2016
• Draft agency survey/questionnaire template	Jun 2016
• Revised agency survey/questionnaire template	Jun 2016
• Pre-populated surveys/questionnaires (by agency)	Jul 2016
• Brief Interview Summaries	Oct 2016
• Draft Vulnerability Assessment TM	Oct 2016
• Final Vulnerability Assessment TM	Nov 2016
Subtask 4.3 – Mitigation Actions	
• Draft Mitigation Actions TM	Jan 2017
• Final Mitigation Actions TM	Feb 2017
Subtask 4.4 – Response Actions	
• Draft Response Actions TM	Nov 2016
• Final Response Actions TM	Dec 2016
Subtask 4.5 – Operational and Administrative Framework	
• Meeting materials	Feb 2017
• Draft Operational and Administrative Framework TM	Mar 2017
Subtask 4.6 – Update Process	
• Proposed RDCP update process materials (for Task 4.5 meeting)	Feb 2017
• Draft RDCP Update Process TM	Mar 2017
Task 5 – Prepare Final Regional Drought Contingency Plan	
Subtask 5.1 – Prepare Draft Regional Drought Contingency Plan	
• RDCP Annotated Outline	May 2016
• Draft RDCP	Apr 2017
Subtask 5.2 – Prepare Final Regional Drought Contingency Plan	
• Final RDCP	Sep 2017
Task 6 – Reclamation Agreement Management	
• Contractor RFP, selection, and contract/agreement execution.	Mar 2016
• Semi-annual reports	Jun 2016 Dec 2016 Jun 2017
• Final project report	Dec 2017
• Monthly reimbursement requests	Apr 2016 – Dec 2017

C.2 Reporting Requirements and Individuals Responsible for Reporting

RWA Project Manager, Rob Swartz, will be responsible for submitting all deliverables listed in Section C.1 (including semi-annual reports, the final project report, and monthly reimbursement requests).

C.3 Review Process

As described in Section B.2 (Subtask 5.2), the draft RDCP will be submitted to Reclamation to ensure the plan meets program requirements. Additionally, a draft of the RDCP will be provided to the DPTF participants and other interested stakeholders for a 30-day review period.

D. COMMUNICATION AND OUTREACH PLAN

D.1 Stakeholder and Public Involvement

As described in section A.1, collaborative planning activities will include It will involve 5 water agencies with U.S. Reclamation water service contracts (PCWA, Folsom, Roseville, Sacramento, SJWD) and will include participation by 12 water agencies in the North American Basin, as well as RWA, the Water Forum, DWR, and Reclamation. The primary venue for collaborative planning will be the regularly scheduled meetings of the DPTF. All meetings of the DPTF will be open for stakeholder and public involvement, including time reserved for public comments.

In order to reach a broader audience with relevant content, a public webinar is planned for DPTF Meeting 7 - the rollout of the Draft RDCP. As described in the project schedule, this public meeting and webinar will kick off a 30 day public comment period. Invitations to participate in person or online will include additional stakeholders identified for invitation by the DPTF and Reclamation, as well as interested members of the general public. Targeted invitations may be sent to representative NGOs, elected officials, regional Board members, or others as the DPTF identifies. All participants will be encouraged to review and provide comments as necessary on the public draft RDCP.

Outreach activities beyond the DPTF will include:

- As needed email communication to the stakeholder database, to keep interested stakeholders informed on the process, timing of deliverables, and opportunities for collaboration
- Regular website updates, including posted materials from the DPTF
- As requested presentations and meetings with interested stakeholders, Board members, elected officials & staff.

A full RACI table showing identified stakeholders and their anticipated roles in the project has been provided as Table 4. Representative contacts of all listed organizations will be included in a stakeholder database to be developed as part of the Communications & Outreach plan. Entities listed as Responsible, Accountable, and Consulted will be chartered members of the DPTF, while all others will be invited to participate, as well as informed via email of key deliverables and milestones listed in the schedule.

Table 4. RDCP RACI Table

Organization	R	A	C	I
Management Agencies/JPAs				
Department of the Interior, Bureau of Reclamation			x	x
California Department of Water Resources				x
Regional Water Authority	x			
Sacramento Groundwater Authority			x	
Sacramento Central Groundwater Authority			x	
Western Placer Groundwater Management Group			x	
Sacramento Area Water Forum			x	

**Work Plan – North American Basin
Regional Drought Contingency Plan**

RWA Members				
Placer County Water Agency		X	X	
City of Folsom		X	X	
City of Roseville		X	X	
City of Sacramento		X	X	
San Juan Water District		X	X	
California American Water Company			X	
Carmichael Water District			X	
Citrus Heights Water District			X	
City of Lincoln			X	
Del Paso Manor Water District			X	
Fair Oaks Water District			X	
Golden State Water Company			X	
Orange Vale Water Company			X	
Rio Linda/Elverta Community Services District			X	
Sacramento County Water Agency			X	
Sacramento Suburban Water District			X	
Elk Grove Water District				X
El Dorado Irrigation District				X
Rancho Murieta Community Service District				X
Woodland-Davis Clean Water Agency				X
City of West Sacramento				X
City of Yuba City				X
RWA Associate Members				
Sacramento Regional County Sanitary District				X
El Dorado County Water Agency				X
Sacramento Area Flood Control Agency				X
Sacramento Municipal Utility District				X
Other Water Agencies/Districts				
Natomas Central Mutual Water Company			X	
Special interests				
Business Interests				X
Environmental Interests				X
Agricultural and Self Supplied				X

Key:

R = Responsible, A = Accountable, C = Consulted, I = Informed

D.2 Stakeholder and Public Involvement Schedule

Stakeholders and members of the public will be encouraged to provide input on the development of draft TMs, draft documents, and DPTF meetings. Key milestones for engagement are provided in the table below.

In addition to the three highlighted DPTF meetings, all DPTF meeting materials will be sent in advance to the stakeholder distribution list so that ‘informed’ stakeholders as identified in Table 4 can participate in the sessions most relevant to their interest.

Table 5. Stakeholder and Public Involvement Schedule

Description	Anticipated Date
DPTF Meeting #1	
<ul style="list-style-type: none"> • Project Public Launch • Email invitation to full stakeholder list, along with descriptive materials describing the RDCP plan development process and opportunity to participate via the DPTF 	June 2016
DPTF Meeting #7	
<ul style="list-style-type: none"> • Presentation and summary of Draft RDCP • Public Webinar option to invite larger participation • Invitation for Public Comment, and description of the Public Comment Process 	May 2017
DPTF Meeting #9	
<ul style="list-style-type: none"> • Presentation of Final RDCP • Summary of Public Comment process, and resolution for comments received 	Sep 2017