

**UPPER GRANDE RONDE RIVER WATERSHED PARTNERSHIP
PLACE-BASED INTEGRATED WATER RESOURCES PLANNING
EXHIBIT B
Statement of Work
August 24, 2016**

Planning Step 1 - Build a Collaborative and Integrated Process	<u>Planning Step 1</u> Required Deliverables: <i>Governance Agreement, Work Plan, and Communication/Outreach Plan</i>
	Task 1A: Governance Agreement
	1A Activities: <ul style="list-style-type: none"> • Personal outreach to partners • Steering Committee kick-off meeting • Stakeholder Committee kick-off meeting • Document drafting, review, editing, printing, distribution • Describe “consensus” decision making process • Role identification
	1A Deliverables/Outcomes: <ul style="list-style-type: none"> • Memorandum of Agreement with OWRD • Draft and Final Memorandum of Agreement and Governance Agreement signed with Partnership Group (operating plan) • Steering Committee and Stakeholder Committee meeting(s) (materials, agendas, and minutes)
	Task 1B: Identify and Engage Partners
	1B Activities: <ul style="list-style-type: none"> • Personal outreach to partners (identify new potential partners) • Steering Committee, Stakeholder Committee, public meetings
	1B Deliverables/Outcomes: <ul style="list-style-type: none"> • Contact list • Steering Committee, Stakeholder Committee, public meeting(s) (materials, agendas, and minutes) • Initial task assignments (define areas of partner expertise and contribution)
	Task 1C: Communication/Outreach Plan
	1C Activities: <ul style="list-style-type: none"> • Steering Committee and Stakeholder Committee meeting(s) • Community presentations/meetings/outreach, document drafting, editing, review, printing, distribution • Website development for internal and external communication
	1C Deliverables/Outcomes: <ul style="list-style-type: none"> • Draft and final Communication and Outreach Plan (includes outreach documentation strategy) • Steering Committee and Stakeholder Committee Meeting(s) (materials, agendas, and minutes) • Website with information (location on County website)

	Task 1D: Work Plan/Budget
	1D Activities: <ul style="list-style-type: none"> • Steering Committee and Stakeholder Committee meeting(s) • Public outreach, document drafting, editing, review, printing, distribution
	1D Deliverables/Outcomes: <ul style="list-style-type: none"> • Steering Committee and Stakeholder Committee meeting(s) (materials, agendas, and minutes) • Draft and final Work Plan and Budget for Steps 2 through 5 • Initial task assignments for each Partner identified
	Task 1E: Project Management and Reporting
	1E Activities: <ul style="list-style-type: none"> • Report progress through email/web updates to OWRD, Partners, and the public
	1E Deliverables/Outcomes: <ul style="list-style-type: none"> • Project updates • Semi-Annual Report
	Task 1F: Project Administration
	1F Activities: <ul style="list-style-type: none"> • Project and expense tracking, billing, organizing
	1F Deliverables/Outcomes: <ul style="list-style-type: none"> • Billings/budget tracking • Project reporting

Planning Step 2 - Characterize Water Resources, Water Quality, and Basin Conditions	<u>Planning Step 2</u>
	Required Deliverables: <i>State of Water Resources Report</i>
	Task 2A Meetings, Collaboration, and Technical Review
	2A Activities: <ul style="list-style-type: none"> Steering Committee meeting(s) Stakeholder Committee meeting(s) Public outreach (see outreach plan for details)
	2A Deliverables/Outcomes: <ul style="list-style-type: none"> Task assignments (define areas of partner expertise and contribution)
	Task 2B: Data Collection
	2B Activities: <ul style="list-style-type: none"> List of water supply data available Technical staff assignments/work sessions Data compilation (Google drive or other location) Document drafting, review, editing, printing, distribution
	2B Deliverables/Outcomes: <ul style="list-style-type: none"> Draft and final data compilation
	Task 2C: Water Availability Analysis
	2C Activities: <ul style="list-style-type: none"> Spreadsheet and/or visual imagery to identify availability each week of the year
	2C Deliverables/Outcomes: <ul style="list-style-type: none"> Draft and final spreadsheet
	Task 2D: State of Water Resources Report
	2D Activities: <ul style="list-style-type: none"> Draft figures and tables Draft text Document drafting, review, editing, printing, distribution
	2D Deliverables/Outcomes: <ul style="list-style-type: none"> Draft and final State of Water Resources Report
Task 2E: Project Management and Reporting	
2E Activities: <ul style="list-style-type: none"> Report progress through email/web updates to OWRD, Partners, and the public 	
2E Deliverables/Outcomes: <ul style="list-style-type: none"> Project updates Semi-Annual Report 	
Task 2F: Project Administration	
2F Activities: <ul style="list-style-type: none"> Project and expense tracking, billing, organizing 	

	<p>2F Deliverables/Outcomes:</p> <ul style="list-style-type: none">• Billings/budget tracking• Project reporting
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Planning Step 3 - Quantify Existing and Future Needs/Demands	Planning Step 3
	Required Deliverables: <i>Integrated Water Resources Needs and Vulnerabilities Report</i>
	Task 3A: Meetings, Collaboration, and Technical Review
	3A Activities: <ul style="list-style-type: none"> Steering Committee meeting(s) Stakeholder Committee meeting(s) Public outreach (see outreach plan for details)
	3A Deliverables/Outcomes: <ul style="list-style-type: none"> Task assignments (define areas of partner expertise and contribution)
	Task 3B: Data Collection
	3B Activities: <ul style="list-style-type: none"> List of water demand data available Technical staff assignments/work sessions Data compilation (Google drive or other location) Document drafting, review, editing, printing, distribution
	3B Deliverables/Outcomes: <ul style="list-style-type: none"> Draft and final data compilation
	Task 3C: Water Supply/Demand Analysis
	3C Activities: <ul style="list-style-type: none"> Spreadsheet and/or visual imagery to compare supply to demand (quality and quantity)
	3C Deliverables/Outcomes: <ul style="list-style-type: none"> Draft and final spreadsheet
	Task 3D: Integrated Water Resources Needs and Vulnerabilities Report
	3D Activities: <ul style="list-style-type: none"> Draft figures and tables Draft text Document drafting, review, editing, printing, distribution
	3D Deliverables/Outcomes: <ul style="list-style-type: none"> Draft and final Integrated Water Resources Needs and Vulnerabilities Report
	Task 3E: Project Management and Reporting
	3E Activities: <ul style="list-style-type: none"> Report progress through email/web updates to OWRD, Partners, and the public
3E Deliverables/Outcomes: <ul style="list-style-type: none"> Project updates Semi-Annual Report 	
Task 3F: Project Administration	
3F Activities: <ul style="list-style-type: none"> Project and expense tracking, billing, organizing 	

	<p>3F Deliverables/Outcomes:</p> <ul style="list-style-type: none">• Billings/budget tracking• Project reporting
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Planning Step 4 - Develop Integrated Solutions for Meeting Long-Term Water Needs	Planning Step 4
	Required Deliverables: Integrated Water Solutions Report
	Task 4A: Meetings, Collaboration, and Technical Review
	4A Activities: <ul style="list-style-type: none"> Steering Committee meeting(s) Stakeholder Committee meeting(s) Public outreach (see outreach plan for details)
	4A Deliverables/Outcomes: <ul style="list-style-type: none"> Task assignments (define areas of partner expertise and contribution)
	Task 4B: Data Interpretation and Solutions Analysis
	4B Activities: <ul style="list-style-type: none"> Review data and solution types Consensus based benefits guidelines
	4B Deliverables/Outcomes: <ul style="list-style-type: none"> Benefits Matrix
	Task 4C: Solutions Analysis
	4C Activities: <ul style="list-style-type: none"> Develop, evaluate, and select alternatives using Benefits Matrix
	4C Deliverables/Outcomes: <ul style="list-style-type: none"> Final Benefits Matrix with solutions
	Task 4D: Integrated Water Solutions Report
	4D Activities: <ul style="list-style-type: none"> Draft figures and tables Draft text Document drafting, review, editing, printing, distribution
	4D Deliverables/Outcomes: <ul style="list-style-type: none"> Integrated Water Solutions Report describing findings
	Task 4E: Project Management and Reporting
	4E Activities: <ul style="list-style-type: none"> Report progress through email/web updates to OWRD, Partners, and the public
4E Deliverables/Outcomes: <ul style="list-style-type: none"> Project updates Semi-Annual Report 	
Task 4F: Project Administration	
4F Activities: <ul style="list-style-type: none"> Project and expense tracking, billing, organizing 	
4F Deliverables/Outcomes: <ul style="list-style-type: none"> Billings/budget tracking Project reporting 	

Planning Step 5 - Plan Adoption and Implementation	<u>Planning Step 5</u> Required Deliverables: <i>Approved Integrated Water Resources Plan</i>
	Task 5A: Meetings, Collaboration, and Technical Review
	5A Activities: <ul style="list-style-type: none"> Steering Committee meeting(s) Stakeholder Committee meeting(s) Public outreach (see outreach plan for details)
	5A Deliverables/Outcomes: <ul style="list-style-type: none"> Task assignments (define areas of partner expertise and contribution)
	Task 5B: Approved Integrated Water Resources Plan
	5B Activities: <ul style="list-style-type: none"> Draft figures and tables Draft text Document drafting, review, editing, printing, distribution
	5B Deliverables/Outcomes: <ul style="list-style-type: none"> Draft and final approved Integrated Water Resources Plan
	Task 5C: Project Management and Reporting
	5C Activities: <ul style="list-style-type: none"> Report progress through email/web updates to OWRD, Partners, and the public
	5C Deliverables/Outcomes: <ul style="list-style-type: none"> Project updates Semi-Annual Report
	Task 5D: Project Administration
	5D Activities: <ul style="list-style-type: none"> Project and expense tracking, billing, organizing
	5D Deliverables/Outcomes: <ul style="list-style-type: none"> Billings/budget tracking Project reporting

*Note: A Statement of Work for follow-up planning steps will be substituted after successful completion of planning step 1.