

Project Integration Process Version 2

DRAFT June 22, 2009

1 CV-SALTS Executive Committee Ad-Hoc Coordinating Committee Participants

- Linda Dorn (Executive Committee) Ad-Hoc Chair
- David Cory (Economic and Social Cost Committee)
- Mona Shulman (Executive Committee)
- Debbie Webster (CVSC Board)
- Mark Gowdy (State Water Board)
- Nigel Quinn (Technical Committee Chair)
- Rudy Schnagl (Regional Water Board)
- Dennis Westcot (SJ River Group)
- Daniel Cozad (CVSC)

2 Matrix of Projects and Programs

The committee is developing a Matrix of Projects and Programs that need to be coordinated with CV-SALTS. The matrix has input from committee members and significant data from the Waterboards. The [most recent version of the matrix](#), Version 7 (July 2009) includes significant State Board additions, San Joaquin River project coordinated by Dennis Westcot, and NPDES lists by Linda Dorn and her staff.

2.1 Project/Program Tiers

These Tiers identify the criticality of coordination of the project with CV-SALTS.

Project/Program Tier	Description	Coordination Actions
0. Integral:	CV-SALTS Stakeholder led and coordinated activity, highest priority	Must develop scope, funding, oversight and coordination with all other efforts for this tier.
i. Significant:	Directly effects the Basin Plan Amendments or implementation	Must attend their meeting and have them attend ours and provide official feedback
ii. Close Coordination	Indirectly affects Basin Plan Amendments, impacts CV-SALTS efforts or significantly limits/advances salinity management options	Clear interaction and official coordination
iii. Ancillary	Indirectly impacts CV-SALTS or potentially limits/advances salt management options	Ad-hoc coordination and awareness
iv. Informational:	Informs the process of basin planning or salinity management plan implementation	Reports to the committee and information exchange

2.2 Timeline and Schedule Coordination

The committee members are working, Regional board Staff to complete the areas of Schedule, Milestones and Decisions for the tasks and add detail to the Matrix.

2.3 Engagement Process and Decisions

The committee has spent significant time working to identify the process for coordinating and updating information, gaining input and providing decisions and comments in a timely manner. The Draft Process document is included below

3 Coordination Process

The Ad-Hoc Committee has put significant time into the identification of programs that should be coordinated with CV-SALTS. While each Program and Project will be different and require specific coordination processes, the goal of this process is to identify and document the standard processes which will work for most or many of the programs and then further refine the process.

3.1 Project Integration by Schedule of Decision or Timeline

The preferred process of coordination is to engage projects as they ramp up to make decisions or approve contracts or enact regulations. An example process is diagramed below:

Time Frame	Action	Purpose
More than 6 months Tier I. II. III. IV.	Work with the staff to educate them on CV-SALTS and the general interests and needs for Salt Management Awareness briefing or general information on the program or project Provide direction that will benefit the basin planning tasks and process	Advance CV-SALTS efforts with the program staff as early as possible so the needs are reflected in initial efforts. Be a source of information for stakeholders and stay up to date on changes Improve efforts of both programs and assist with integration of results
6 months before Decision Point Tier I. II. III. IV	Request background information and make available to appropriate CV-SALTS Committees. Work with point of contact and to help them prepare materials for the committee to review.	Bring stakeholders up to speed, orient them to how the program related to CV-SALTS and what they need to understand
4 months before decision point Tier I. II.	Schedule the committee presentations for discussion and information and have them review potential implications of the decisions.	Prepare committee, have members perform analysis or review of the outcomes of various decisions being contemplated.
3 months before decision point Tier I. II	Based on the committee briefings coordinate comments, consolidated position and consensus recommendations and dissent.	Prepare or coordinate group opinions and comments to develop consensus. <i><u>See Committee Protocol below</u></i>
2 month before the decision point Tier I. II	Consensus recommendation and documentation of the feedback to be approved by the Executive Committee. <i><u>See Committee Protocol</u></i>	Facilitate approval of consensus position and ensure staff of the organization is aware of the position.
At the decision meeting (if needed)	Member of the Coalition or CV-SALTS Executive Committee represents the position	Ensure communication of the position and enhance the likely changes are made

Coordination elements would for Tier III. and IV. would include only the 6 and 4-6 month elements.

3.2 Project Integration by Geography

As CV-SALTS is developed there will likely be focused efforts in various regions, likely at least in the Sacramento, San Joaquin and Tulare Lake. Geographic integration would be possible by identifying the project locations and linkages and coordinating the projects effects by community as well as by water movement downstream and down gradient. This may be integrated with work plan elements as well. If all projects have GIS information for extents simple visual checks on GIS maps would be possible.

3.3 Project Integration by Work Plan Element

As the CV-SALTS Work program develops the major work elements can be used for integration. Particularly data acquisition and management efforts will need to be coordinated for review and comparison with existing and collected data. By using the work plan elements as integration similar functions and efforts can be identified. This integration can be classified and a schedule developed similar to calendar and geography.

4 Committee Protocol for Program Feedback and Recommendations

The protocol below more clearly identifies the review and comment and overall integration of projects and programs in the Matrix. The programs and projects will have various interactions with the committees because of the different committees and the broad nature of programs to be coordinated.

4.1 Schedule Coordination

Projects or Programs proponents or manager requesting specific feedback from CV-SALTS committees should identify the program according to the Schedule Timeline section above. Bringing the committee or committees up to speed and providing background and project information before the feedback or recommendations are needed. Participants or committee members may initiate a request for feedback or comments on an existing or newly identified program as well.

4.2 Committee Review and Comment Protocol

Many types of requests may be made of the CV-SALTS committees. The protocols for two types of reviews are outlined below to illustrate the steps and process expectations. The actual protocol may change slightly depending on the issue and its timing. The protocol as written should take no more than 2 months maximum and if pre information is provided and all deadlines are met may be able to be done in one month.

4.2.1 Request for review and feedback or comments

1. Background or information made available to committee, schedule with chairs for regular meeting (**Notice and Info**)
2. Briefing, discussion and specific or general requests from proponent (**Presentation**)
3. Committee members comment or provide draft feedback to chair within 2 weeks (**Comments**)
4. Chair or Co-Chair may schedule a conference call or meeting to review committees feedback (**Review call**)
5. Chair or Co-chair consolidates comments and summarizes into draft committee response for distribution to committee members (**draft letter**)
6. CVSC distributes the draft letter to the committee members (**Committee distribution**)
7. Committee members review 1 week to email Chair or Co-Chair or final (**Wescot review**)

8. Agendized for the next regular meeting simultaneously agendized on consent calendar of Executive Committee, unless controversial
9. Committee approves comment or feedback letter
10. Executive Committee approves letter or provides direction to committee chair(**approval**)

Step	Protocol Element	Timing
1	Notice and Information	2 weeks before a regular meeting
2	Presentation if needed	At regular meeting
3	Committee Comments	2 weeks after meeting
4	Review Call	2 weeks after meeting
5	Summary draft letter	2 weeks after meeting
6	Committee distribution	2 weeks after meeting
7	Westcot Review comments	3 weeks after meeting
8	Agendized for Committees	1 week before next Committee meeting
9	Committee approval	At regular meeting
10	Executive Committee Review and approval	At same regular meeting

4.2.2 Requests for support, approval, or funding

1. Background or information made available to committee, schedule with chairs (**Notice and Info**)
2. Briefing, discussion and specific or general requests from proponent (**Presentation**)
3. Chair or Co-Chair may schedule a conference call or meeting to discuss members recommendations in accordance with the [guideline](#) (**Comments and Review call**)
4. Chair or Co-chair consolidates comments and summarizes into draft committee response for distribution to committee members (**draft letter**)
5. CVSC distributes the draft letter to the committee members (**Committee distribution**)
6. Committee members review 1 week to email Chair or Co-Chair or final (**Westcot review**)
7. Agendized for the next regular meeting simultaneously agendized on consent calendar of Executive Committee, unless controversial
8. Committee supports, approves or recommends funding
9. Executive Committee supports, approves or recommends funding to the CVSC Board
10. CVSC Board reviews funding request and budget or available funding and provides funding or other response to the Executive committee

Step	Protocol Element	Timing
1	Notice and Information	2 weeks before a regular meeting
2	Presentation, if needed	At regular meeting
3	Committee Guideline Review Call	2 weeks after meeting
4	Summary draft letter	2 weeks after meeting
5	Committee distribution	2 weeks after meeting
6	Westcot Review comments	3 weeks after meeting
7	Agendized for Committees	1 week before next Committee meeting
8	Committee approval	At regular meeting
9	Executive Committee Review and approval	At same regular meeting
10	CVSC Board Review and Disposition	At earliest regular meeting

5 Matrix Development and Updates

Critical to the process of coordination is identification of basic information for the programs. The Matrix is the first iteration of the coordination information. Development and updating of the Matrix is key to being able to correctly bring programs and projects into the CV-SALTS program. Important parts of the Matrix include the following:

Index No. - Index number is assigned, as programs are identified to assist in an unique shorthand identified for the program or project. Like a table of contents, it would be broken down further to represent different tasks in a project or program.

Program or Effort Name - Common name or identifier for the program

Tasks - Task or work elements under the Program or Project

Purpose or Objective - What the Task or Project will or is intended to accomplish

Requirement or Driver - Regulatory or agreement driver or required

Data or Deliverables – Describe the Data that is generated or deliverables that will be completed as part of this project or task.

Geographic Region – Identify the geographic region that the program or project may affect with as much specificity as possible but at a minimum the basin and water bodies.

CV-SALTS Task # - Referring to the [CV-SALTS Work Plan outline](#), identify if possible which task may be closest related to the program. If the program generates data or reduces salt identify the areas of the work plan that this data or implementation would fit into.

Website – Program website that keeps updated information and data for the projects

Agency or Group – What agency or group is responsible or managing or had decision making authority

Contact Name – Manager or project staff point of contact name

Title – Title for the point of contact

Agency – Agency or organization is responsible or funding the program with decision authority

Timeline Start and Completion – Project or timeline or schedule, initiation or start data and completion date. If ongoing use the date it began or the date it was identified. If the project is part of a program that will be ongoing for more than 5 years, list the last date for the planned activities.

Task Deadline – For each task, if there is a deadline for the documentation or action list it.

Milestones 2009 - List major milestones for the project or tasks, significant accomplishments or changes documents or other program milestones

Decision Points 2009 – Decision Points are critical to identify, these allow the program to be engaged prior to the decisions and to produce recommendations from CV-SALTS in a timely manner. The decision points may include draft and final approval of CEQA/NEPA documents, plan approval, project funding or other significant opportunities to provide coordination and input before a decision is made by the agency or organization.

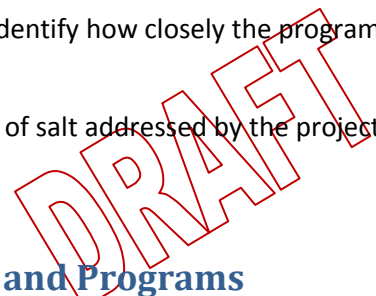
*Data that is required cannot be left blank

Criticality to CV-SALTS – The tiers of coordination describe in more detail above

Project/Program Tier	Description	Coordination Actions
0. Integral:	CV-SALTS Stakeholder led and coordinated activity, highest priority	Must develop scope, funding, oversight and coordination with all other efforts for this tier.
i. Significant:	Directly effects the Basin Plan Amendments or implementation	Must attend their meeting and have them attend ours and provide official feedback
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The tiers are defined here and identify how closely the program or project is related to the CV-SALTS Initiative.

Sources Addressed – Sources of salt addressed by the project or task, agricultural, urban, process, dissolution, irrigation etc.



6 Sorting of Projects and Programs

The Regional Water Quality Control Board has many efforts, programs, permits and projects that have varying levels of impact on Salinity Management Planning. CV-SALTS cannot track each of these hundreds of efforts in detail. CVSC and Regional Board Staff have prepared the following sorting and aggregating process to guide which efforts, programs, projects, permits are tracked in the matrix. When sorting the works of the Regional Board and possibly other efforts several concepts were developed.

6.1 Impact on the Salinity Management Plan

The primary measure priority in sorting is how strongly and how directly the outcome of the efforts will impact the Salinity Management Plan Implementation or directly the objectives in the Basin Plans. Projects or programs that produce data or research that would change water quality criteria, change understandings of beneficial uses or in precedential ways impact the limits that would be needed in permits based on the basin plan would be strongly related to CV-SALTS, bold red lines in the diagram. Obviously CV-SALTS studies are intended to have this direct impact and are shown with red arrows.

The second measure which is just as critical as the first is the implications of Compliance Approaches and implementation policy taken in permits and programs proposed. To the extent these limit the alternatives available to CV-SALTS for the long term basin management of salts or provide precedent counter to the basin wide approach these projects must be a high priority for coordination. Some outside project have direct impacts on the Basin and Salinity Planning and need to be directly and clearly linked with CV-SALTS. Some efforts both impact the basin plan and will be impacted by the changes made; these are shown with double headed arrows in the diagram.

Finally, the projects that do not fit into these categories but are understood to be potentially important should be tracked. Lesser priority or indirect projects (shown as dotted lines) would not have an individual impact on the plans but taken together, collectively may impact the plans, these can be linked and reported as a group, potentially as described for indicator projects below.

6.2 Indicator Permits or Projects

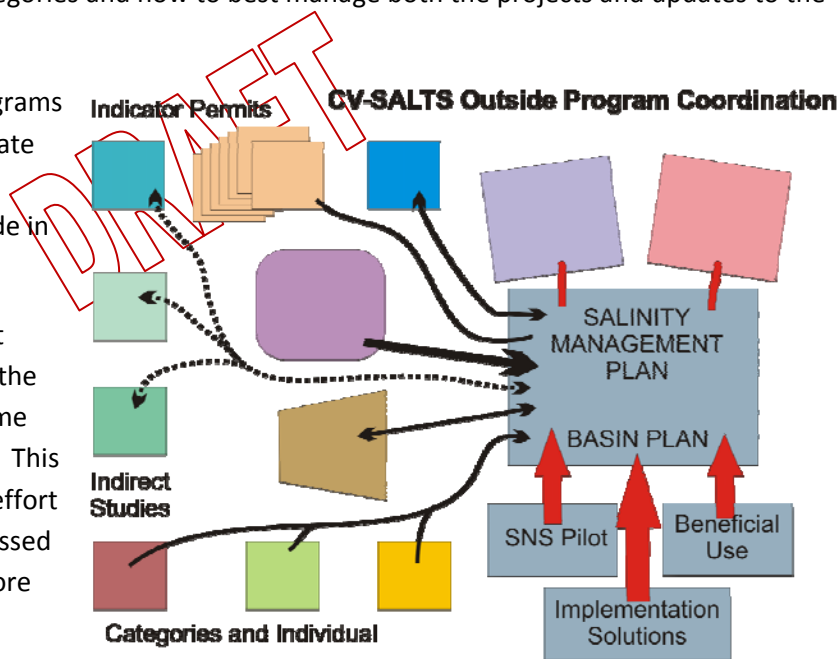
A second approach to minimizing the number of individual permits or Regional Board actions is to identify indicator projects. Permits, investigations or policies that lead or are representative of a large number of other similar projects are indicator candidates. By tracking the indicator project the committees could keep up with the entire group for the most part. These are identified in the diagram as the tan box with many boxes below it. Site specific conditions are often unique and some may have specific issues so as to need separate tracking as an outlier or to be moved to the indicator project.

6.3 Process

Regional board staff will be meeting with all 11 Regional Board Program Sections to determine which efforts fit into each of these categories and how to best manage both the projects and updates to the projects

References – Projects and programs will have a link to their appropriate website to allow updates and changes to the Matrix to be made in a timely manner.

Calendar Planning – The most difficult effort will be to project the decisions and milestones for some projects 6-9 months in advance. This is needed to allow time for the effort to be coordinated, briefed discussed in time to provide feedback before final efforts are required for the Regional Board.



7 Coordination Level and Activities

There are significant efforts in coordination that can be accomplished at the staff to staff level other need to be escalated to the Executive to Executive level. Examples of both are shown below.

7.1 Staff –Staff or Executive Level Coordination

Staff –Staff and Executive–Executive coordination may be appropriate in the following situations:

Staff Coordination	Executive Coordination
The program is known/understood	Program is new or unclear
Program staff have been identified	Program point of contact is unclear
Program staff participate in CV-SALTS	Program do not participate or respond to inquiries

Program is on budget and schedule	Program involves funding needs or program changes or significant deviations from schedule
	Program or organization is controversial or defiant
	Requires legislative, legal or other decisions by the organization
	Program or organization is uncooperative at the staff level

7.2 Executive-Executive Coordination

Executive level coordination may be initiated by anyone in CV-SALTS, Executive Committee Members, Central Valley Salinity Coalition Board Members or State or Regional Board Executives may be available to help with any of the situations identified. The request should be made to CVSC Staff and the Chair of the Executive Committee to initiate appropriate coordination.

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