

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

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

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

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

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

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

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

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