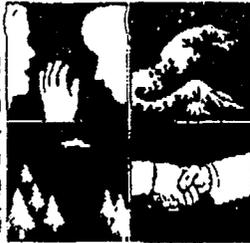


CONCUR



Pos: brand fax transmittal memo 7671	# of pages: 14
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August 28, 1996

To: Sharon Gross, Mary Keiley, Judy Kelly, Steve Yaeger,  
Rick Soehren, Dick Daniel, Mary Schoonover, Kurt Schmutte,  
Zach McReynolds, Ron Ott, Stein Buer

From: Scott McCreary, CONCUR

cc: Eugenia Laychak, CCPDR

Re: Key Outcomes from August 26 BDAC Planning Session  
and Next Steps to Prepare for September 20th BDAC Meeting

### Objective

The primary objective of the upcoming BDAC meeting on September 20, 1996 will be to: 1) update BDAC members on the program component activities (work plan) and 2) validate the activities of the BDAC Work Groups.

For those program components for which a Work Group exists (Ecosystem Restoration, Water Use Efficiency, Assurances, and Finance), the Program Manager will start with a presentation outlining the activities laid out in the Work Plan. The Program Manager will show where BDAC Work Groups fit into the work plans and how information from the Work Group has been/will be used. This will be followed by a presentation by the BDAC Work Group Chair on the activities of the Work Group and will end with some prepared questions designed to stimulate discussion from BDAC and further their understanding of the issues.

The Program Manager/Work Group Coordinator will be responsible for preparing a presentation/presentation outline and visuals for the Work Group Chair to use during the presentation. Each BDAC Work Group (except Assurances) will have prepared a Status Report which will be included in the BDAC Meeting Packet (assembled and sent to Reproduction by noon on Monday, September 9). The presentation by the Work Group Chair should follow this status report as closely as possible.

For those program components without Work Groups (Water Quality, System Integrity, Storage and Conveyance), the Program Manager will present an overview of the work plan, ongoing activities, and potential issues (if any) that may come to BDAC.

The attachments called "Elements of a Component Work Plan" and "Tentative Task Timeline" are presented as guidance for each Program Manager to use in preparing his/her presentation. The "Work Group Outline" is for the CALFED Work Group Coordinator to assist in preparing the material for the Work Group Chair to present. We suggest you use the points in the outlines as a place to start, and tailor the materials as needed to fit the component you will address.

The overall draft Agenda for the BDAC meeting is also attached to give you a general idea of the flow of the meeting. The Tables on the following pages clarify materials for each presentation and planning/rehearsals before the meeting.

### Materials to Be Prepared for September 20 BDAC Meeting

Component / Staff Liaison	Work Group Status Report	Presentation of Component Work Plan Outline and Timeline	Draft Presentation Outline for Work Group Chairs
Ecosystem Restoration (Dick Daniel)	Yes	Yes, including an identification of where BDAC input fits.	Yes, including 2-3 questions for BDAC deliberation
Water Use Efficiency (Rick Soehren)	Yes	Yes, including an identification of where BDAC input fits.	Yes, including 2-3 questions for BDAC deliberations
Finance (Zach McReynolds)	Yes	Yes, including an identification of where BDAC input fits.	Yes, including 2-3 questions for BDAC deliberations
Assurances (Mary Schoonover)	No	Yes	Yes
System Integrity (Kirk Schmutte)	No	Yes	No
Water Quality (Ron Ott for Steve Yaeger)	No	Yes	No
Storage and Conveyance (Steve Yaeger)	No	Yes	No

Stein Boer

**Next Planning Meeting: Thursday, September 5th at 10:30 am.**

Preparations for Planning Meeting: CONCUR's graphics subcontractor, Peter Bluhon, will prepare draft overheads and bring them to the September 5th

*Preparations for September 20 BDAC Meeting Page 2*

meeting. Draft materials (hand drawn timelines, lists of points) need to be faxed to Peter by Tuesday, September 3rd at 10:30 am in order for him to prepare these materials. If you cannot get them to Peter by September 3rd, bring them to the September 5th meeting (but no later than September 5th!)

### **Calendar of Upcoming BDAC Planning Activities**

We have laid out the following a calendar of BDAC planning meetings and rehearsals to ensure that we have smooth, fully developed presentations on September 20th.

Monday	Tuesday	Wednesday	Thursday	Friday
2 Labor Day	3 Mocks ups due to Peter Bluhon by 10:30 am Fax (510) 525-1179	4	5 10:30-Noon BDAC Planning Meeting/Review Overheads	6
9	10 BDAC Rehearsal 1-3 pm	11	12	13
16	17 10:00-12 BDAC Rehearsal	18	19	20 BDAC Meeting

#### **Attachments:**

1. Detailed Agenda for BDAC Meeting (3 pages)
2. Elements of a Component Work Plan (1 page)
3. Sample Timeline (1 page)
4. Suggested Outline for Written BDAC Work Group Status Reports ( 1 page)
5. Outline for Reports by Work Group Chairs (1 page)