

# **Basin Study Work Group (BSWG) Steering Committee Meeting**

November 3, 2014, 1:00 to 4:00 pm

DeArmond Room, Deschutes Services Building, 1300 NW Wall Street, Bend OR 97701

## **ATTENDEES**

The following people attended the meeting:

Mike Britton, North Unit Irrigation District  
Suzanne Butterfield, Swalley Irrigation District  
Tom Davis, Native Reintroduction Network  
Douglas DeFlitch, Bureau of Reclamation  
Bill Duerden, City of Redmond  
Chris Gannon, Crooked River Watershed Council  
Shawn Gerdes, Arnold Irrigation District  
Nancy Gilbert, US Fish and Wildlife Services  
Kyle Gorman, OR Water Resources Department  
Jason Gritzner, Deschutes National Forest  
Tod Heisler, Deschutes River Conservancy  
Brett Hodgson, OR Dept. of Fish and Wildlife  
Craig Horrell, Central Oregon Irrigation District

Ryan Houston, Upper Deschutes Watershed Council  
Bonnie Lamb, OR Dept. of Environmental Quality  
Chris Louis, Lone Pine Irrigation District  
Kimberley Priestley, WaterWatch of Oregon  
Mark Reinecke, Avion Water  
Ken Rieck, Tumalo Irrigation District  
Russ Rhoden, Ochoco Irrigation District  
Betty Roppe, City of Prineville  
Adam Sussman, City of Bend  
Pamela Thalacker, Three Sisters Irrigation District  
Mike Tripp, Trout Unlimited  
Alan Unger, Deschutes County Commissioner

Visitors included Jeremy Giffin, Deschutes River Watermaster, Oregon Water Resources Department; Danielle MacBain, GSI Water Solutions, Inc.; Jen Matthews, property owner; Sarah Medary, Upper Deschutes Property Owners Homeowners Association; Jeff Perreault; Jim Powell; Gail Snyder, Central Oregon LandWatch; Bob Spateholts, Portland General Electric; and Amy Stuart, Native Reintroduction Network.

In addition, Wendy Christensen, Technical Projects Program Manager, Columbia Cascades Area Office, Bureau of Reclamation; and Mike Relf, Basin Study Lead from the Bureau of Reclamation attended the meeting. Mary Orton, The Mary Orton Company, LLC, attended as Facilitator; Kate Fitzpatrick, Deschutes River Conservancy, attended as Process Co-Coordinator; and Anne George, The Mary Orton Company, attended and took notes.

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The group used the following agenda as a guide during their meeting:

1. Welcome and self-introductions
2. Minutes of September 23 meeting
3. Status of Professional Services Agreement with GSI
4. Reclamation experiences with other Basin Studies
5. Plan of Study Development
6. Subgroups Report
7. Next steps
8. Meeting evaluation
9. Adjourn

### **WELCOME AND SELF-INTRODUCTIONS**

Suzanne called the meeting to order. Members, guests and other attendees introduced themselves. Suzanne reported that Jeff Wieland, Upper Deschutes River Coalition, was out of town and would have liked to attend. Mike Relf had joined the Planning Team, she explained, and reminded members that the Planning Team was formed to develop the agendas for the BSC.

### **MINUTES OF SEPTEMBER 23 MEETING**

Members reviewed the minutes and Betty moved to approve the minutes. Pamela seconded the motion. The motion passed unanimously.

### **STATUS OF PROFESSIONAL SERVICES AGREEMENT WITH GSI**

Suzanne announced that the DBBC approved the PSA with GSI at their last DBBC meeting. In an effort to streamline contracting, Suzanne indicated the Deschutes River Conservancy and The Mary Orton Company, LLC would subcontract to GSI and all of these organizations were contracted through the development of the Plan of Study (PoS).

### **RECLAMATION EXPERIENCES WITH OTHER BASIN STUDIES**

Suzanne introduced Wendy Christensen, Technical Projects Program Manager, Columbia Cascades Area Office, Bureau of Reclamation. The BSC had invited Wendy to share lessons learned and advice from the experiences of Reclamation working with basin studies elsewhere.

Wendy said she appreciated the offer to speak at the meeting and that the timing was good because they were finalizing the Hood River Basin Study. She indicated she was the contact for basin studies for the area and worked on the Hood River and Yakima Basin Studies.

She indicated she wanted to focus on four key topics and urged the BSC not to wait to complete items until the end of the study. She said she was pleased that the BSC had looked at the basin study requirements. She said the basin study should focus on analyzing water supply and water demands, the performance of existing infrastructure, and non-structural and structural options to be considered. She recommended the study be developed with a focus on end results.

Wendy referenced a generic timeline and sample final report outline (see attached). The Basin Study would begin when the PoS and Memorandum of Understanding (MOU) were signed. The study period, now three years, has grown in response to frequent requests for extensions from other basin studies. Wendy said the bulk of the work would need to happen in the first two years of the study. She suggested that one strategy was to complete a draft report six months before the end of the study period and she indicated that materials from all of the completed basin studies were available on their website.

The Reclamation Program Office wanted to emphasize that the final report should not be put together at the end of the three year period. Wendy suggested that the group understand what the report needed to complete and contain, as well as the questions that needed to be answered as the group proceeded. In developing the PoS she suggested the group consider what technical memos would accompany each task. When the tasks were identified, she suggested the group document them so it would not be necessary to reconstruct them in the final year of the study to complete the report.

She said technical memos were written in the Hood River Study that documented findings of the analyses as they were completed. Then those technical memos formed a large part of the final report. She said the Santa Ana Water Basin Study used technical memos and appendices to identify discrete tasks and the information that each required to complete. Once BSWG was able to develop a table of contents for the study report, she suggested the body of the report could be completed based on the work that had been done in the studies. This effort would complete a draft report. Mike Relf and his team would then make edits and the Reclamation Office in Denver would review the draft. A comment response would accompany each review by various Reclamation offices.

Mary asked if BSWG would complete its own technical reports and Wendy indicated they would. Tom asked if task memos were essentially chapters in the report and whether the group should prepare scopes of work for each memo. Wendy indicated yes to both questions. She said the final report would become the mechanism Reclamation would use to inform the Secretary's Office and the Commissioner about what the group had learned and what they proposed to accomplish in the basin. For this reason she said it would be important to develop a non-technical executive summary that summed up the results of the study. She suggested that the executive summary could be extensive and the Program Office indicated it could be up to thirty pages, if needed.

She said the Secure Water Act, where the concept of these basin studies originated, resulted because of perceived future water issues in the western United States. The basin studies should identify specific issues for each basin. Each basin study is therefore different and any structural or non-structural solutions identified should be tailored specifically to this basin.

### **Content of Report**

Wendy showed the group a sample final report (see Attachment 1). She recommended that the group understand the expectations Reclamation would have for the report and emphasized climate change and future water supply needs were important.

Purpose, Scope and Objective: Wendy said the purpose, scope and objectives of this group were important in the study.

Outreach: Collaboration outreach was also critical. She indicated outreach to area tribes was of particular importance to Reclamation and that the composition of the BSWG Steering Committee and the support from the community, and federal and local governments, indicated to her that BSWG should be successful in this area.

Wendy indicated that Reclamation was required to inform the tribes in an area about basin study work. She said she understood BSWG had reached out to the area tribes and that they were staying informed. She said Reclamation would also reach out to them.

Kyle said Reclamation had emphasized the communication and outreach plan heavily when the group attempted its earlier basin study. He felt this had been deemphasized in the sample plan and wondered if Reclamation viewed public involvement as critical to success. Wendy said it was

absolutely essential to Reclamation and everything needed for a basin study was posted on their website in coordination with their public affairs office. She invited members to call her for help because they have a lot of staff who have participated in these studies over time with more than 20 completed to date.

Problem and Need Statement: She indicated the problem and need statement was also important and reminded the group that this was not NEPA compliance nor would the study involve an Environmental Impact Statement (EIS.) Any necessary NEPA work would come after the Basin Study is completed. In this section of the study she said the group should focus on what would happen if nothing were done (“no action” or “future without”), including a description of the baseline and impact on future water supplies.

Climate Change Modeling: She reminded the group that Reclamation has good climate change modeling resources. If the group chose to hire a consultant to address climate change in the study, Reclamation could review their work. Wendy said any report done in the study would need to be peer reviewed and costs for this needs to be in the budget. The group confirmed with Wendy and Mike that for this study Reclamation would complete the climate change work in their regional and Denver offices.

Tom said it would be important to include fish interests not listed in the basin study example presented because of their economic and recreational importance in the area. Wendy replied that this basin study would be specific to this area and it would be important to add basin-specific items to the outline.

Wendy asked about groundwater studies completed in the area and members indicated the studies were extensive and well done.

Summary /Trade-Off Analysis Table: Wendy said the group would develop structural and non-structural solutions to issues identified in the basin. The study should include a summary table, sometimes called a tradeoff analysis. The summary table should include a list of alternatives and how they either met or did not meet the group’s objectives. Kate said she would email the example of the trade-off analysis out to the group and Wendy indicated the basin studies were also available online. Wendy said the trade-off analysis table could list alternatives in a vertical column and criteria in a horizontal column. Findings should refer back to the table to support any decision to move forward with an alternative.

**Action Item: Kate will send out sample trade-off analysis table.**

Adaptive strategies: Because climate change would happen over the next 20 to 40 years, the study should identify adaptive strategies on how different options over time could meet the needs of the basin.

Findings: Findings will be critically important, she said, because they will identify how different solutions could address future needs and how the Basin Study will help the basin address future

needs. The findings should compare alternatives by the criteria developed and identify the more promising alternatives. The Commissioner and the Secretary's Office will refer to this section to understand what the basin study accomplished and therefore it will be important to summarize and articulate findings well. Wendy said Reclamation wants the basin study to be successful.

Technical peer reviewed reports: A memo that summarizes all of the work that has been done to review the reports should be provided to Mike. Wendy said that the groundwater and resource modeling and the final report in the Hood River Basin Study all received peer review. She said that the University of Washington reviewed the report and findings and provided comments.

Reclamation could provide the peer review for the BSC. For example, the US Geological Survey (USGS) (as Reclamation's partner) reviewed the groundwater modeling for Hood River. She said that BSWG would best know who their experts were and suggested that as a courtesy it would be important to involve the federal agencies in this process.

Suzanne asked whether peer review was required for a report completed by a consultant. Wendy replied that Reclamation could review it in their Denver or Boise offices. A member asked how much the reports would cost to produce and Wendy replied that they vary. She indicated that the funding for this basin study was good and that the group could capitalize on the large amount of work already completed.

Holistic study: Wendy said the Basin Study should be holistic and not focus on one large infrastructure option. Reclamation would want the group to study non-structural options such as water conservation, groundwater management, and other options, in addition to structural options.

Political issues: She emphasized paying attention to political issues as well. She said in the Sacramento-San Joaquin Rivers Basin Study, the Family Farm Alliance opposed a recommendation after their study had been completed. Wendy said identification of issues and groups who should be involved should be done early in the process, otherwise the implementation of the recommendations could be difficult or delayed.

Kate said some of the solutions that could be identified in the study could have legal or regulatory implications. She asked if Reclamation Basin Study plans worked on these issues. A member of the group commented that they should be noted.

Timing and approach of study: Adam inquired about timing and how items should be approached in the study. Wendy indicated that the water needs and analysis would need to come first with that information setting the tone for the alternatives the study would consider. She said the PoS would need to identify the necessity for groundwater studies. The group would have to determine if the existing information was sufficient or could just be summarized, such as how surface water and reservoirs in the area fit into solutions. Then, she said, focus on instream flows and the fisheries, what was needed, and if there was agreement from Oregon Department of Fish and Wildlife. She suggested that this work be done simultaneously with climate change work.

Adam commented that it would be possible to spend a lot of time developing a final report. Wendy recommended that the group focus on what they identified as important and the potential solutions. She suggested the group review where they are at the end of each year and try and identify if they had missed anything. As the analysis is done the initial plan will change and it will be important to reassess the PoS to make sure it leads the group toward solutions. She said it would take time to complete the report.

Mary commented that the report could include a list of alternatives on one side of the table and goals or criteria across the top. This matrix could show whether an alternative met the group's goals. Wendy confirmed that this was one way to proceed.

Study Manager: Suzanne asked Wendy for advice on the need for and identification of a study manager for the project. Wendy said the Yakima and Hood River basin studies each had a study manager for the stakeholder groups as well as a Reclamation study manager. Mike Relf would fill the federal study manager role in this study. She suggested that the stakeholder study manager would need be a technical person who understands modeling and water management. Suzanne asked if there had been an example of a study manager who had overall authority on a project. Wendy indicated there had not been and that other studies utilized a partnership of stakeholder and Reclamation study managers.

Suzanne asked about the role of IDIQ contractors in other studies. Wendy replied that in Yakima HDR, an IDIQ contractor, had been the facilitator and done a lot of the analyses. They were well set up for Reclamation to review the analyses they did and that effort was essentially the peer review process.

Additional outreach and feedback: Tom said he wanted to give credit to the DRC for their work in advertising the meetings, indicating it had been substantial. He said it would be good to continue this. He also suggested that perhaps a small group develop each technical memo and the rest of the group could review them and make comments. Wendy indicated this would work well. Mary said Adam and Danielle would discuss a process the group could use to accomplish this.

A member asked what the range of alternatives were in the basin studies and Wendy indicated they were numerous. She said that planning should be broad and narrow and the group should refine what the key items were as they moved forward and provided analysis. In the Yakima Basin Study, she said, they had one alternative, but it was large. In Hood River they had multiple alternatives as many others do. She said this study should fit what the needs were in this basin.

Implementation examples: Kate asked how other areas had utilized the results of their basin studies. Wendy said that Yakima benefits from a good partnership with the State of Washington. The legislature passed regulations to support them and the basin group there was pursuing federal support. In Hood River they were seeking grants for some alternatives and looking to do more studies on water storage with the County taking the lead. Mike said that in Henry's Fork of the Snake River Basin Study they had identified a broad set of projects with different costs and that the

State of Idaho was working with different stakeholders to identify how to move forward. Wendy commented that without a lot of federal funding available currently, groups needed to be creative.

Budget: Suzanne asked if Reclamation would show their staff hour costs for the \$750,000 they have allocated for this study. Wendy indicated that Reclamation operated much like a consultant. They would estimate staff hours for each specific task. She said they were also open to providing some of that funding to an IDIQ partner if a need were identified that Reclamation could not meet in the study, either because outside expertise was needed or staff were unavailable. A good PoS would lay out the timing of projects well. This would be very helpful for Reclamation in its planning and could help them determine whether they could accomplish tasks internally or needed to seek external assistance.

Involvement in the study: Tom asked if there were precedents in seeking additional involvement in the study. He said there might be a project that the U.S. Fish and Wildlife Service could complete. Wendy indicated that could be done if FWS were available. Mike indicated that if USGS needed to be involved Reclamation might compensate them. Wendy indicated the project could contract with other federal agencies with funds from Reclamation's budget on this project, if needed.

Alan expressed concern that the group identify well the requirements of Reclamation so they were not surprised at the end of the project. He said Deschutes County has experienced this in working with FEMA on some grants and the County had been left scrambling at the end of the projects to meet requirements. He suggested a good PoS could ensure this did not happen and Wendy indicated she hoped for this as well.

Study structure: Mike explained that he would be working for Doug and Wendy. Wendy indicated Doug would be the team member for this study and would be at all meetings. Mike would serve as federal study manager. Wendy is in the Yakima, Washington office and would be available for budget or schedule issues that needed to be addressed with the Denver office. Suzanne remarked that the group was pleased to have Wendy, Mike and Doug involved.

Additional funding: Craig said he understood that the Hood River Basin Study received an additional \$100,000 in funding for their study and asked about the justification. Wendy replied that they received additional funding from OWRD and had asked Reclamation to match it. Reclamation reviewed their PoS to identify needs and they found that an additional \$50,000 was warranted. Wendy suggested that the group wait and see how the PoS develops. She said this was a cost-share project, not a grant. Adam said he understood that additional funding was unlikely. Wendy replied that if opportunities arose they should speak with Reclamation.

*The group took a 10 minute break.*

#### **PLAN OF STUDY DEVELOPMENT**

Adam thanked Wendy for a helpful presentation. He said this would be the last BSC meeting where the discussion would focus on what the group was going to do, rather than on actually doing it.

### **Approach Diagram**

Adam said in working on any scope of work his team focused on the vision for a project – where to start, what to end up with, and what is in the middle. He indicated the project approach diagram, a graphic designed to provide a visual synopsis of the Plan of Study approach would be used in the same way, (see Attachment 2). He said he wanted feedback on whether the BSC members felt everyone in the group was moving in the same direction. He reviewed the approach diagram and said that it focused on the three legs of the stool – water providers, irrigators, and instream. The approach would focus on benefitting each group and that no group should gain at the expense of another. He said the blue sections of the diagram titled “Mitigation and Adaptation Strategies” were the “knobs” that would be metaphorically turned to analyze alternatives.

He suggested that at the end of the basin study, if \$50 million were available it should be clear what could be done to improve results for everyone over fifteen years. He said the approach diagram had been vetted with various stakeholders and discussed at the Deschutes Subgroup meeting and he had not heard any opposition to the approach, just suggestions for additional detail, as follows.

### **Comments on basin study approach:**

- Water providers: Adam said he heard from municipalities and water providers concerns about a twenty year process and that immediate needs for groundwater mitigation should be addressed.
- Irrigation districts: Adam said he understood the districts wanted inter-district management considerations addressed in the PoS. Craig commented that all of the districts needed to maintain their current sustainability and improve upon it. He said districts needed to study how any action one district took could impact other districts. Adam commented that he understood the districts were concerned that the approach diagram implied that storage would not be studied until later, which was not intended. Rather storage was a larger project that would take more time and funds, and that it would be studied in this process. Betty commented that the municipalities also thought it was important to meet the irrigation needs of farmers and ranchers in the area.
- Instream: Adam said he was more familiar with instream concerns on the upper Deschutes River than with those of other rivers and creeks in the study. He said he understood the upper Deschutes was a long way from reaching the baseline goal of the State of Oregon instream water right. He suggested that the study would be successful if it could analyze alternatives that could return 20 to 300 cfs to the upper Deschutes River, with new storage perhaps building on that. He said he understood from stakeholder feedback that it was also important to analyze what kind of habitat would result from increased cfs in a river as well as the ecological benefits of different flows. He suggested that the study would need to focus on state instream water rights and the impact of increased flow. Adam commented that there is still some debate about the State of Oregon water rights in the Crooked River Basin, and commented that baseline targets may be different in the Crooked.

Adam said the approach diagram had been a good discussion tool and that he would be happy to receive more feedback as he builds the PoS.

Tom said that Adam had remarked about flow from 20 to 300 cfs, but that the flow on the Upper Deschutes had been as low as zero. Jeremy Giffin noted this was not part of normal operations and that it was done for dam maintenance. Kate mentioned there were discussions about eliminating any possibility of reduction to zero flow.

Tod commented that one of the points of the approach diagram was that a lot could be done with the mitigation strategies identified, rather than relying on large and expensive projects in the long term. He said he believed that the group needed to focus on projects that cost less and had shorter timelines, otherwise an implementation plan would be difficult. He said he hoped the group would focus more on the strategies identified in the lower blue slices of the diagram, and that storage would also be studied. Kate said that the group wanted not only to benefit all three legs of the stool, but to make sure strategies identified were implementable as well.

Doug commented that if the correct combination of strategies were identified in the study to achieve 300 cfs over 20 years, the group could identify what strategies needed to be used to accomplish this. Focus should be given to the baseline needs to develop an implementable strategy, he said. Adam commented that a water supply imbalance existed. He said the strategies would be used to consider how to optimize reservoirs, make irrigation districts more efficient, put water instream, and create mitigation credits. He suggested the study spend more time optimizing options than studying the baseline. He said baseline information was needed for instream needs and he hoped strategies identified would focus on results that benefitted all three sectors.

Adam sought feedback on whether the approach diagram pointed the group in the correct direction.

Wendy asked about the \$50 million cap identified in the diagram and whether the study would develop costs of alternatives to determine if they would cost less than that amount. Mike commented that some people were nervous about identifying dollar figures on the diagram, but that he understood they were conceptual placeholders for projects that were nearer term and less expensive and projects that were longer term and more expensive. He said he hoped the study would be balanced and look at both longer and shorter term strategies so when the study was completed there would be an analyzed list of all the options. This, he said, would lead to an implementable plan.

Tod noted that the amounts on the diagram were not caps; however, he felt it was important to consider cost when working to achieve the goals for the basin. By focusing on how to achieve those goals with a reasonable amount of dollars, he suggested the group could accomplish the hard work of identifying ways to actually implement things. This would be preferable, he said, to studying something that was unaffordable. He said he felt it would be better to squeeze the infrastructure that existed before other strategies were pursued. Wendy said she applauded the group for trying to live within their means. Kyle commented that implementation would be the measure of success for the study.

Doug suggested that legal issues be considered as equally as costs when assessing solutions. Craig commented that the districts needed an inter-district agreement on water management in the region.

Adam remarked that the DWPI effort reviewed alternatives and that current law and legal issues would continue to be considered in the analysis.

Kimberley asked how Adam was using the input he had received thus far. Adam replied that while he could not articulate everything everyone had said, comments he received would be incorporated into an overarching discussion. He said he agreed there were details to be worked out when the tasks were written.

### Study Questions

Adam said the Planning Team had met following the last Deschutes Subgroup meeting to discuss the Basin Study approach. Tod suggested to the Planning Team that the approach diagram had led to some specific questions. The questions were admittedly at a high level and did not offer specific detail. Adam said he was not seeking consensus on the questions or asking for specific rewrites of the questions. Rather he hoped the group could discuss whether the questions were acceptable and if there was any part of the questions that was unacceptable. Adam said the questions could serve as a filter for alternatives. Adam shared the following questions with the group:

#### **Deschutes Basin Study Questions:**

- 1. Within a budget limit of \$50 million, what existing infrastructure needs to be improved, what projects need to be implemented, what policies need to be changed and what new practices need to be adopted in order to: a) maintain and improve irrigation district sustainability, b) achieve ODFW instream water rights (or other, if agreed-upon as different), and c) meet the near term demand for mitigation credits?**
  
- 2. Within a budget limit of \$200 million, what existing infrastructure needs to be improved, what new infrastructure needs to be built, what policies need to be changed and what new practices need to be adopted in order to: a) maintain and improve irrigation district sustainability, b) optimize instream flows for aquatic species habitats, and c) meet the long-term demand for mitigation credits?**

Ryan asked if the concept of time could be written into the questions. He said the project indicated roughly \$3 million would be spent per year over twenty years. He suggested this amount had likely been spent over the same period of time already. Adam agreed it should be there. Ryan also asked about the funding.

Kimberley said she was trying to understand how the questions meshed with the possible studies needed for the baseline in the Crooked River. Wendy said that the water needs analysis needed to come first. Kimberley commented that the group had not come to agreement on the baseline and would need to do analysis up front. She said the way she read the questions the analysis would not happen until Question 2. She asked if the group would be open to doing instream studies in Question 1. Ryan said the caveat Kate provided in Question 1 “(or other, if agreed-upon as different)” addressed this.

Mary asked if the \$250 million included the \$50 million. Tod indicated yes.

Adam said that Question 1 focused on the short term while Question 2 focused on the long term. He said this would help focus the group as the PoS was developed.

#### Process for Developing the Plan of Study

Adam explained how input would be solicited and used in the development of the PoS. He said parts of the PoS would be essentially boilerplate and would be easy to write. He would seek feedback and suggested they would be easy to agree on. Other parts of the PoS may be more complicated. He said they would vet ideas through the subgroups. Once ideas were vetted there, Adam would edit the PoS and send it back to the subgroups for further comment. When the PoS or a portion of it was presented to the BSC for feedback it was likely most members would have already discussed it in a subgroup or elsewhere. Adam also commented that members would be given sufficient time to provide feedback.

#### Public Involvement Plan (PIP)

Suzanne asked if there was a requirement or if it was good practice to utilize the PIP before the PoS was completed. Danielle responded that she understood in the 2009 Deschutes basin study work, the PIP plan had been part of the PoS and MOA. She said the group had been fulfilling parts of the PIP plan in publicizing the meetings and keeping them open to the public.

Wendy said that publicizing open meetings was good. She said the group had a proposal accepted in 2009 in which the group had identified and reached out to a wide range of stakeholders. She said she expected the group would likely not find a group that had not yet been identified and needed to be involved. She also commented that the PIP effort was a part of developing the PoS.

Adam said that the BSC would review and discuss a draft PIP plan at the next meeting.

Wendy commented that the PIP plan should be dynamic.

Jim Powell commented that the water being discussed was owned by the people of the State of Oregon. The irrigation districts have a right to use it, per current law. He said the public did not know what was happening and they assumed water would always be available. The public was a long way from understanding the legalities. Years ago there was no legal way to put water back instream. He suggested that if the BSC did not want to be surprised by challenges, they should consider involving the public now.

Mary invited Jim to contact her or anyone on the BSC with ideas or critiques on how to involve the public. Jim said a lot of technical expertise existed in the room. He suggested that a lot of assumptions existed and the group would likely find itself challenged to consider a wild or crazy idea in these discussions. He commended the group for tackling the issue that was critical to everyone in the area.

Tom commented that he had a lot of contacts in Sisters and elsewhere and that the lack of knowledge about water management was prolific.

***The group took a five minute break.***

Bonnie said that she was concerned about climate change and the impact of reservoirs on instream goals. She asked whether the study would evaluate the water quality in the reservoirs and their impacts on the rivers. Ryan said that water quality was a theme beyond reservoirs and that the quality of water should be considered in addition to the quantity of water. Danielle said the group included water quality in their basin study proposal and that all of the themes from the proposal would be included in the study. Bonnie said the focus needed to be on how water quality was studied and she thought the study would look at habitat to study water quality. Wendy said climate change and water quality could be part of the adaptive management plan. Danielle said her interpretation of the climate change portion of the study is that it should include everything in the proposal.

**Plan of Study outline**

Danielle reviewed the current PoS outline (Attachment 3) and said they would seek more input in the sections that would be more complicated. In particular, these sections would need a lot of work from the BSC: study approach, project management plan, study tasks, and study projects. She presented other plans of study as examples and sought feedback from members. She said they intended to write tasks in a form that could easily be converted into RFPs.

*Willamette Basin Plan of Study ([http://www.oregon.gov/owrd/docs/Meeting\\_Materials.pdf](http://www.oregon.gov/owrd/docs/Meeting_Materials.pdf)):* Danielle said she felt this was the most in-depth study approach she had found. Wendy said that group spent over a year developing their PoS. The Program Office in Denver usually provides an additional \$15,000 for Reclamation to participate in a plan of study. She said that this group had an approach and understood what they were doing. She said it would be important to focus on the tasks portion of the study.

Danielle commented that not all of the example plans of study included everything from the sample outline provided by Reclamation. Wendy said that this was true and that the PoS this group developed should be tailored to this basin.

Danielle showed the group a graphic referred to as the “alien” or “light bulb” graphic (see Attachment 4) used in another plan of study. She said she considered building a similar graphic for the PoS and there was some support for this. Adam commented that the group might use a similar graphic as a tool for discussion and that they were doing orientation and focusing now. Mike said it had been a helpful tool in other studies. He said the group would develop a long list of tasks. The next step would be to determine a timeline for tasks.

Tod said that when the group previously wrote a plan of study they had used the graphic and completed the “Needs Ready for Solution Development” and “Needs Requiring More Planning before Solutions Development” sections. This had been done by the Deschutes Water Alliance.

Ryan asked if the “Needs Requiring More Planning before Solutions Development” identified by the DWA was the inventory of the instream, municipality and irrigation needs and Tod indicated it was.

*Klamath Basin Plan of Study:* Danielle said this PoS emphasized a straightforward structure and clearly indicated roles and responsibilities in the study. Danielle said the graphic in this study could be helpful in identifying the different components of this basin study and how they would work together. Adam commented that the study would be very technical and include a number of technical memos, which would be beneficial for documentation as the study proceeded. He said he liked this graphic because the group would probably need a small technical review group, perhaps comprised of Reclamation, BSWG, and water resources representatives. He said there would be opportunities for people to be involved in different types of smaller groups.

Mary said she did not see a large stakeholder group identified in the graphic and asked whether a small technical group was needed and how it might relate to the BSC. Adam replied that he viewed the BSC as a small technical group and Wendy and Mike agreed.

Danielle provided different examples highlighting study tasks, milestone schedules, and deliverables. She said input from the group would be sought in regards to budget, schedule, and tasks. She showed a slide that highlighted work plan elements, a chart indicating the timing of activities, and a budget by task.

Adam pointed out how much this study had budgeted for the development of the PoS. Wendy commented that this had been one of the earliest studies. She said the Hood River Basin Study developed a memo that documented what was reviewed and by whom. She indicated the final report needed these elements. She said the basin studies had evolved. Adam said they were using the examples to review how different studies created their plans. Wendy said this would be the documentation the group created. The annual check-in she recommended would allow everyone to help determine whether the study was on track or needed changes.

*Public involvement plan:* Danielle presented the PIP plan developed earlier by the group in their work toward an earlier proposed basin study. She said they would update it and bring it to the BSC for their feedback at the next meeting. Adam said the PIP plan was largely finished and asked if it would be reasonable for Reclamation to complete their review of it in a month. Mike and Wendy indicated this would be possible.

#### **SUBGROUPS REPORT**

Kate said the Crooked Subgroup would meet November 12 from 10am to noon. She said that Mary, Anne, and she would meet with chairwoman Betty Roppe to develop the agenda. The Whychus Subgroup would meet December 9 in Sisters with a location to be determined.

#### **NEXT STEPS**

Public involvement plan: Mary asked Adam if he could send the PIP plan in advance of the next

meeting and Adam indicated he could and that his plan was to send something in advance of every meeting.

**Action Item: Adam will send draft PIP plan to BSC members in advance of next meeting.**

Ryan suggested that the group develop a website with agendas and materials to contribute to the PIP effort. Danielle responded that Reclamation will have an Upper Deschutes Basin page on their site.

Next BSC meeting: Suzanne announced the next BSC meeting would be held December 16 from 1pm to 4pm in the DeArmond Room of the Deschutes County Building.

Groundwater group: Kyle said the groundwater group had information they were preparing and asked how it might be best incorporated. Adam replied that it needed to be finished and provided to the BSC because some of the information would inform the PoS. Kate said that BSWG needed to ensure that everyone felt welcome at the smaller work groups.

Letters of invitation: Mary remarked that the Planning Team was working on letters of invitation for all of the organizations. Each organization would be asked to formally designate a representative and an alternate to create an official list. She mentioned there were other aspects of the Charter that had been approved by the group that need to be implemented. The Planning Team would come forward with some recommendations on how to proceed.

Adam thanked Wendy and Mike for their presentation and remarked that Wendy's presentation had been very helpful.

**MEETING EVALUATION**

Members were provided paper on which to write one piece of feedback about what they liked about the meeting, indicated below with a plus symbol (+), and one piece of feedback about what they would like to change for the next meeting, indicated with a delta symbol ( $\Delta$ ). Below are the results of this exercise.

+	$\Delta$
+ Appreciate the report from Wendy so we know the interaction between Reclamation and BSWG.	$\Delta$ There seems to be more side or off-meeting discussions (as there should be to advance to study plans) and it seems like summaries of these could be better disseminated.
+ Really liked the range of topics covered. Good foundational information. Not sure consensus exists for all the proposed pathways, but this is the process to find out.	$\Delta$ Seemed pretty repetitive from prior meetings; need to move to more specifics. $\Delta$ More substance and decisions. This is supposed to be a steering committee. $\Delta$ Still no formal process of getting more public involvement. As Jim Powell stated these are complex issues and the level of information isn't elevating knowledge, and therefore facilitating
+ Good to hear we are done talking about, talking about putting a	

+	Δ
<p>plan together.</p> <ul style="list-style-type: none"><li>+ Accomplishments abundance!</li><li>+ Agenda, information provided prior to meeting.</li><li>+ That the evaluation form was printed on re-used paper.</li><li>+ (Nothing noted.)</li><li>+ (Nothing noted.)</li></ul>	<p>public involvement. Reclamation frequently tried to stress this, but I still don't see public involvement being encouraged by direct action.</p> <ul style="list-style-type: none"><li>Δ Time to set up a website for public and stakeholder access providing agendas/minutes/calendar. Stakeholder access could be password protected for draft items. Could include completed studies, links: BoR, stakeholder sites, etc.</li><li>Δ I can't think of one thing.</li><li>Δ No change.</li><li>Δ Have we absolutely decided, consensus-like, that "new storage" will fall out later?</li></ul>

The meeting adjourned.

**Attachment 1: Generic Plan of Study Timeline**

# **Basin Study Generic Timeline**

## **3 YEAR TIMELINE**

**START**                    **1 YEAR**                    **2 YEARS**                    **3 YEARS**

Plan of Study / Memorandum of  
Understanding signed

Final 6  
Months

Prepare Draft Table of  
Contents for Report

Submit Draft Report  
to Reclamation's  
Regional Office

Reclamation Policy  
Office Review

Respond to  
Comments with Study  
Team, as Needed

**Prepare Draft Report**

**Review / Comment / Response**

6 Months

3 Months

1 Month

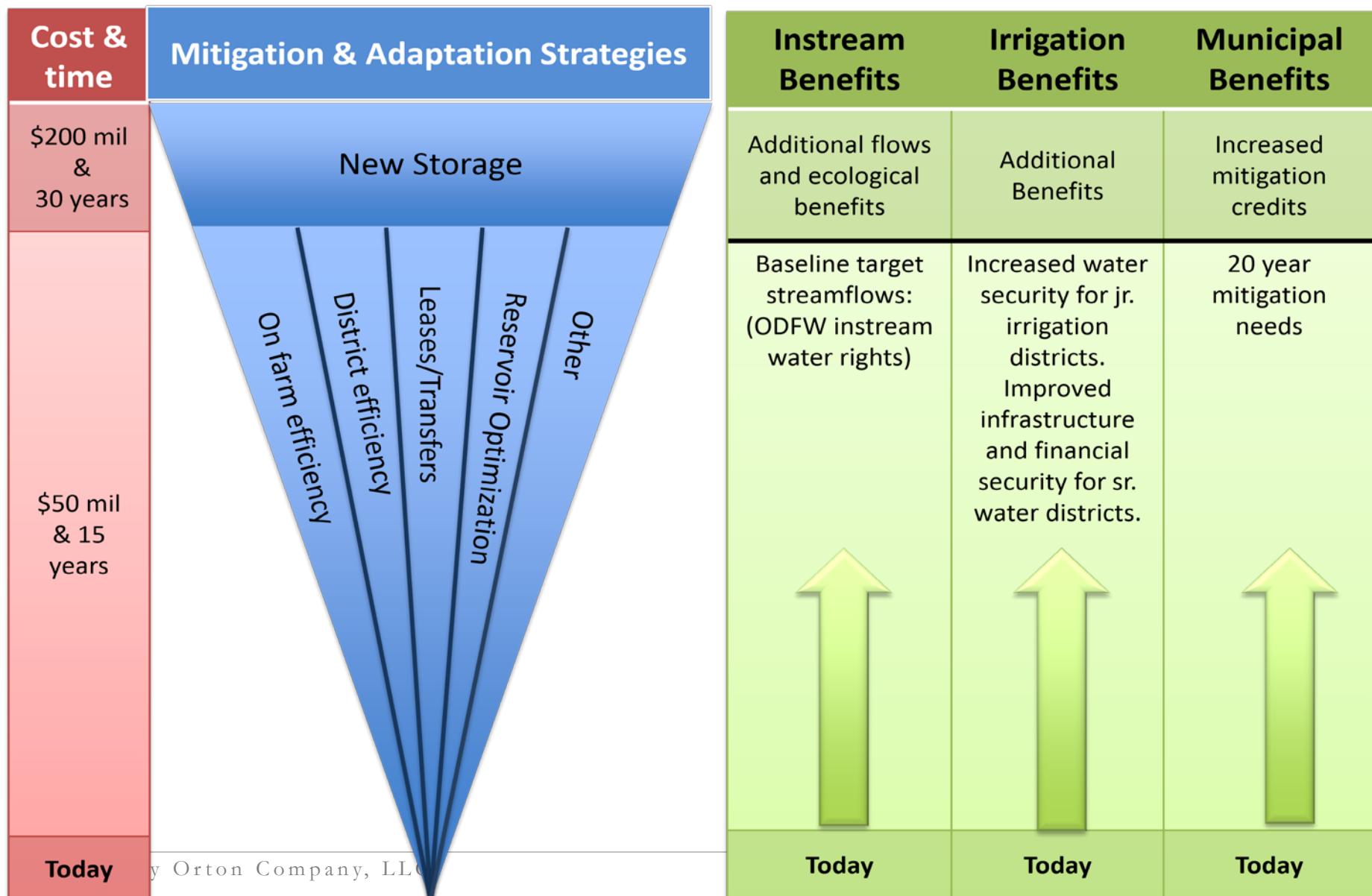
Complete  
Basin  
Study

## **FINAL 6 MONTH TIMELINE**

Current As Of: 10/31/2014

Attachment 2: Basin Approach Diagram

Upper Deschutes Basin Study Approach



## **Attachment 3: Plan of Study Outline**

### **1. Introduction**

- Purpose of Study - outcomes expected by the Cost-Share Partners
- Study Objectives - scope and focus of the study
- Description of Study Area
- Organization of the POS

### **2. Study Description**

- Project Background
- Problems, Needs and Opportunities
- Previous Work and Available Data and Models
- Current Activities
- Resource Availability
- Potential Alternatives

### **3. Study Approach and Interested Parties**

### **4. Study Management Requirements**

- Project Management Plan
  - Study management Structure
  - Decision Making Process
  - Roles and Responsibilities
  - Study Team Coordination
  - Administrative Record
  - Schedule and Cost Control
  - Quality Control Plan
  - Deliverables and Project Documentation Requirements
  - Review Process - how the study will be reviewed including reporting requirements
- Project Communication Plan
- Public Involvement Plan

### **5. Study Tasks**

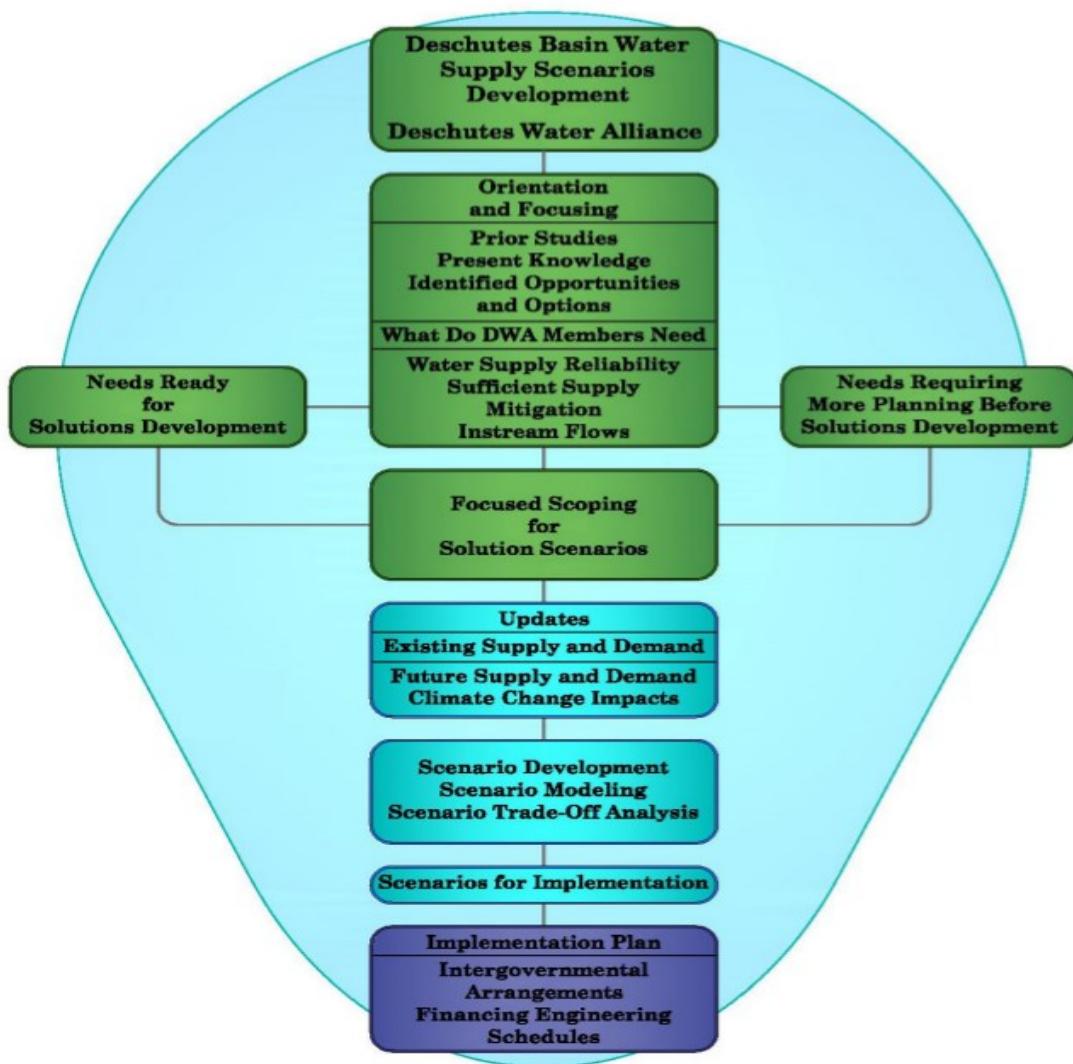
- Task 1
- Task 2
- Etc.

### **6. Milestones, Study Schedule, and Costs**

### **7. Study Products**

### **8. References and Appendices (if any)**

**Attachment 4: “Alien” or “Light Bulb” Graphic drafted for previous Deschutes Basin Study Plan of Study that was not carried out**



**Figure 1. Proposed Basin Study Process**