

The Dewatering Confluence: An Information Sharing Workshop Proposed Work Plan

INTRODUCTION

Background

The Bay Area Stormwater Management Agency Association (BASMAA), the Operations and Permits Committee (OPC) and the New Development Committee (NDC) and member agencies have identified a need for developing an interactive training workshop focused on sharing knowledge on dewatering issues and practices between regulators, contractors and the building community. This includes two main areas of knowledge transfer for managing both nuisance water releases and in-stream diversions:

1. providing contractors with a better understanding of the dewatering regulations and the importance of using proper dewatering techniques for both nuisance water and in-stream diversions; and
2. providing key regulatory agencies with a better understanding of innovative methods and techniques that contractors have developed to effectively accomplish dewatering operations for both nuisance water releases and in-stream diversions.

Proposed Scope of Services

Essex Environmental will assist BASMAA with developing, preparing, and facilitating the one-day training workshop. As detailed below, Essex will assist BASMAA with coordinating with appropriate regulatory agencies in the region (including the Regional Water Quality Control Board, National Marine Fisheries Service, United States Fish and Wildlife Service, U.S. Army Corps of Engineers, and California Department of Fish and Game), county and local agencies, and contractors in shaping the program, assigning various speakers, and coordinating the logistics, publicity and attendees to the workshop.

Essex will work closely with Contra Costa County's Environmental Planner (Cece Sellgren), as well as other BASMAA participants in completing the following tasks described below.

TASK 1: DEVELOP THE WORKSHOP CONTENT AND FACILITATE PROGRAM

Project Kick-off Meeting

Essex will attend the project kick-off meeting in Oakland on February 1, 2001 to discuss the project's goals, to identify speakers for the workshops, and to brainstorm and collect a list of organizations and individuals that should be invited to the training workshop in early April.

If requested, Essex will prepare an agenda for this kick-off meeting, as well as a draft workshop agenda and task schedule for the group to react to at the meeting. Following the kick-off meeting, Essex will



update the proposed task schedule and workshop agenda based on comments received at the kick-off meeting.

The purpose of the initial kick-off meeting will be to:

- introduce the meeting participants
- develop the goals and agenda for the training workshop
- finalize the workshop task schedule
- identify the workshop speakers and participants
- brainstorm on the process for identifying additional potential workshop attendees
- obtain contact information for speakers and recommended participants
- discuss preferred location for the workshop based on potential local field activities
- acknowledge that Essex will assist with keeping presenters on schedule during preparation of workshop materials

Essex will maintain minutes of this meeting to capture the discussion topics and agreements that are reached. A copy of the meeting minutes and assignments will be provided to all meeting participants. Following the conclusion of this meeting, Essex will revise the project schedule and task assignments. Copies of these assignments will be provided to speakers within five days of the kick-off meeting.

Coordination of speakers

Essex will coordinate with each of the assigned speakers in the development of discussion topics, preparation of materials, and consistency of the presentations. Essex will also develop and keep speakers informed of the task schedule to ensure that development of the presentations progresses satisfactorily to meet the workshop deadlines.

Workshop Content Development

Develop presentations

Essex will work to identify and include as many outside speakers at the workshop as possible. In addition, we will assist with filling in information gaps, as necessary, including developing and presenting a some of the workshop topics. These topics may include (for example) a stream and dewatering overview, and a presentation of state of the art dewatering and stream diversion techniques. We will utilize our extensive library of digital photographs and construction details from construction projects to support these presentations.



Activity development

As appropriate, Essex will develop or assist in the development of interactive and participatory exercises for the workshop. These exercises will be designed to promote involvement and contributions by the entire group and will assist with thoroughly examining dewatering issues. While construction projects will not likely be taking place in jurisdictional areas in the region at the time of the workshop, simulated dewatering or stream diversion models may be developed by some of the speakers to illustrate appropriate techniques.

Essex will work with workshop speakers and participants to identify potential simulations that might serve as a model for the workshop.

Assistance with development of additional presentations

After the kick-off meeting, we will provide a presentation template to each speaker so that the electronic powerpoint slides, pictures, and details from all speakers are developed in a consistent format.

Workshop Facilitation Essex will facilitate the workshop and discussion sessions. Essex staff have substantial experience facilitating and presenting training programs for numerous projects with thousands of participants around the country, and will work to ensure that the program stays on schedule during the workshop period. Given the size group and the potential addition of a field trip, we would recommend that the total number of speakers be limited to six. Issues discussed during the workshop will be recorded and will be communicated in the technical memorandum, as appropriate.

Workshop materials The workshop will combine a lecture format with interactive training techniques, and potentially include small group activities, working groups, and scenarios to enhance discussion and learning in a positive environment. Due to the logistics of managing this type of a program, we recommend the workshop be limited to no more than 50 participants. Participants will receive comb-bound copies of all program materials at the beginning of the workshop.

Technical Bulletin Following completion of the workshop, Essex will generate a draft technical memorandum summarizing acceptable dewatering techniques for nuisance water and in-stream diversions. This technical memorandum will be distributed to key contributors and a select group of attendees for review and comment. Comments received from workshop participants will be incorporated into the technical memorandum, where appropriate. Following a meeting with the working group to resolve outstanding issues, a final Technical Memorandum will be developed for distribution to workshop attendees, commenting agencies, and OPC and NDC member



agencies. We assume production of 200 black and white comb-bound copies of the technical bulletin.

TASK 2: COORDINATE WORKSHOP LOGISTICS

- Create Mailing List** Essex will work with the OPC and NDC to develop a mailing list of potential workshop attendees. As part of this effort, in coordination with the OPC, Essex will identify and contact a number of additional potential participants to provide a broad industry and agency perspective. We will maintain a database of these contacts using an ACT! contact management platform. This database will be used to track the initial mailing, responses to the mailing, registrations, workshop attendees, and comments to the draft technical memorandum. A contact list of workshop attendees will be prepared for distribution, as necessary.
- Develop and distribute workshop flyer** After the initial kick-off meeting and finalization of the workshop schedule, Essex will develop a workshop flyer announcing the workshop and providing registration information. The flyer will also contain an annotated agenda for the meeting.
- Coordinate timing and registration** Essex will coordinate the registration process and will track responses to the mailing. A confirmation of registration will be sent to all registrants. If necessary, final details of the program and logistics will be sent to confirmed registrants approximately two weeks before the workshop.
- Coordinate site logistics and refreshments** Essex will identify a central location in the Bay Area for the workshop. We will coordinate a lunch and refreshments during the workshop. As noted above, all workshop participants will receive a copy of the presentation materials in a format that will enable them to record notes during the program.

STAFFING

Steve Craycroft will act as Project Manager, overseeing the program development and facilitating the workshop. Erin Shannon will develop Essex's training presentations and will coordinate with workshop speakers. Jim Gibson and Essex's administrative staff will provide support with graphics and will coordinate the workshop flyers, mailings, logistics and production of materials.

PRODUCTS



Essex will reproduce and distribute all workshop announcements, workshop materials, one draft of the Technical Memorandum, and the final Technical Memorandum. This proposal assumes the following quantities.

Item	Number of copies
Workshop announcement (mailed first class)	300
Workshop presentation materials (comb-bound)	75
Draft technical memorandum (mailed first class)	75
Final technical memorandum (mailed first class)	200

SCHEDULE

Essex is available to begin work on this program immediately upon authorization from the OPC. We understand the project work will begin with attendance at the kick-off meeting in Oakland on February 1, 2001. If requested, Essex could assist with the development of materials to support the initial kick-off meeting. The table below lists key milestones for development and presentation of the program. The attached project schedule provides a more in-depth schedule of project tasks and milestones.

Given the established training date, much of the logistics coordination and preparatory work will take place within three weeks of the initial kick-off meeting. As noted below, we anticipate facilitating the workshop during the week of April 1, 2001.

Tasks	Key Milestones
Kick-off meeting	February 1, 2001
Finalized project schedule	February 9, 2001
Workshop flyer mailing	February 20, 2001
Final workshop presentations due for production	March 12, 2001
Registration responses due	March 15, 2001
Workshop	Week of April 1, 2001
Draft Technical Memorandum distributed for review	April 30, 2001
Comments due on Technical Memorandum	May 21, 2001
Meeting with OPC to resolve issues on the Technical Memorandum	June 5, 2001
Final Technical Memorandum distributed	June 20, 2001

COSTS

Costs for this project, including development of the workshop agenda and schedule, coordination with speakers, preparation and distribution



of conference announcements and materials, and development and production of the Technical Memorandum will not exceed \$18,000 without written authorization from Contra Costa County. A detailed breakdown of the project budget is attached to this Work Plan.

ASSUMPTIONS

This Work Plan includes the following assumptions:

- review of the draft Technical Memorandum will be limited to one review cycle
- Essex will prepare two of the workshop presentation topics and will facilitate the meeting
- Essex will develop up to five graphics for the Technical Memorandum
- the number of copies of documents and mailings will be limited to the number identified in this work plan

