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FROM: Karen Larsen
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DATE: August 28, 2000

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SUBJECT: PERFORMANCE EVALUATION OF SRWP RESOURCE CENTER AND
RECOMMENDATION

With funds from Phase IV of the Sacramento River Watershed Program (SRWP), California State University, Chico staff, under contract with the Regional Water Quality Control Board, has been working with the SRWP to develop a regional Resource Center. The objective of the Resource Center is to serve local watershed groups and members of the SRWP by making information available through a website, toll-free telephone access, and personalized e mail assistance. Currently, the Public Outreach and Education Subcommittee (POES) of the SRWP is in the process of deciding whether Phase V funds for the Resource Center will be granted to CSU Chico for the upcoming year. Regional Water Quality Control Board staff, the Resource Center contract manager, have drafted this performance evaluation and recommendation to assist POES in their decision-making process. This evaluation focuses on tasks in the current contract.

Task 1. Project Management and Administration

Deliverables: Quarterly status reports; subcontract documentation; meeting attendance; articles to *Waterways*

- All quarterly reports have been submitted to the contract manager on time. These reports have been in sufficient detail for the contract manager to determine the status of the contract and budget.
- Draft subcontract documentation has been submitted to the contract manager.
- Resource Center staff has attended virtually all SRWP subcommittee meetings for the past ten months.
- Resource Center staff has submitted two articles for submission into the SRWP newsletter *Waterways*.

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Deliverables under this task have been completed in a timely manner and within budget. The original staff that started work on the Resource Center contract was replaced with new staff in April 2000. New staff are up to speed on work that had already been completed and are proceeding with the work that still needs to be done.

Task 2. Website

Deliverables: Installation, enhancement, and maintenance of SRWP website for the duration of the contract.

Since the initiation of the Resource Center contract, CSU, Chico staff has improved the style of the SRWP website. In addition, most of the information required under other tasks, as described below, of the Resource Center contract have been posted on the website. This task has been maintained in a timely manner and within budget.

Task 3. Electronic Resource Library

Deliverables: A transferable electronic resource library with links to available information sources of interest and benefit to the SRWP and local watershed groups; interactive relationship with UC Davis internet resources.

- Most of the SRWP reports and all of the minutes and agendas from SRWP subcommittee meetings have been posted to the website. The SRWP reports that have not been posted to the website have yet to be submitted to the Resource Center by the originators.
- Links to various information repositories including California Environmental Resources Evaluation System, Information Center for the Environment, CALFED, Interagency Ecological Program, San Francisco Estuary Institute, state and federal agencies, and universities and colleges have been posted on the website.
- Subcontracting with UC Davis has been initiated to develop a "My Watershed" page that will include a GIS water quality layer including data collected by the SRWP.
- The project manager has contacted local watershed groups that may require assistance from the Resource Center.

Work that has been completed under this task has been done within budget. As subcontracting with other universities has been more time consuming than originally estimated, a large portion of the work under this contract still needs to be completed. The time required to implement subcontracts was, in large part, out of the direct control of the project manager.

Task 4. Electronic Funding Source Catalog

Deliverables: Electronic funding source list and e mail assistance to website users.

Very little has been completed under this task. POES only recently gave Resource Center staff clear direction on what the deliverables for this task should be and how to go about completed them.

Resource center staff has initiated this work, and the catalog will be available before the contract expires. Work done on this task has been within budget. A large portion of the work still needs to be completed.

Task 5. Organizational Assistance

Deliverables: Not less than 100 hours of assistance time via telephone or e mail to participating SRWP watershed groups.

Assistance to watershed groups has been delayed due to the change in project managers and the extensive nature of the work. Toll-free telephone access to Resource Center staff has been established. The project manager has hired interns to assist with work associated with this task. Work that has been completed on this task has been done in a timely manner (considering turn-over of staff) and within budget.

Task 6. Organizational Development

Deliverables: Meetings and recommendations on long-term funding options for the Resource Center and, to the extent explored by the workgroup, the expanded role of the Resource Center within the SRWP.

- Two meetings of the technical advisory committee have been held. The project manager has summarized recommendations from those meetings and compiled a draft workplan for year 2 of the Resource Center.
- The project manager has explored how funds from the SRWP can be used as seed money to leverage funds to augment the Resource Center's budget.

Work under this task has been completed in a timely manner and within budget.

Task 7. Final Project Report

Deliverables: Final project report and copies.

Deliverables under this task are not due yet.

Summary and Recommendations

In addition to the work mandated by the contract, the Resource Center project manager has worked diligently to address the comments and concerns POES members have expressed about the Resource Center. The project manager drafted a document outlining the work that has been completed thus far, what work still needs to be done, and how the remaining work will be completed for year 1. The project manager distributed the document to participants of all of the SRWP subcommittee meetings in June 2000 and asked for input. Performance of the Resource Center staff has been excellent since the new project manager was hired in the spring.

As contract manager, I recommend that the Resource Center contract with CSU, Chico be renewed for another year.