

Fountain Creek Vision Task Force Strategic Plan Scope of Work

Objective: Provide planning and facilitation of a strategic planning process, to result in a detailed, written Strategic Plan which identifies consumptive and non-consumptive water needs in the Fountain Creek Watershed of the Arkansas River Basin and includes methods and projects for addressing those needs.

Requirement: Work within the existing structure of the Fountain Creek Vision Task Force, which includes not only the full Task Force, but also the Consensus Committee and between 4 and 6 working groups

Task 1 Process Planning

- Prepare a process/deliberation plan that addresses the key issues in the Fountain Creek watershed and ends in agreement on a method by **July, 2007**
- Consult with Consensus Committee on process plan and get their agreement before moving forward

Task 2 Meeting Preparation

- Coordinate meeting times and locations
- Announce meetings through use of an email listserv
- Consult with Consensus Committee on meeting agendas
- Coordinate facilities
- Prepare agendas
- Provide other documents as necessary

Task 3 Facilitation of Meetings

- Facilitate 12 monthly Consensus Committee meetings
- Facilitate 4 periodic full Task Force meetings
- Facilitate monthly meetings of 4 working groups for 12 months
- Create an environment that encourages participation, creative thinking, and agreement
- Keep discussions fair, balanced, and on track
- Use consensus as primary means of decision making
- Create Summary of Watershed Needs by **October, 2007**
 - Define vision, mission, goals and objectives for consumptive and non-consumptive water needs with subcommittee and stakeholder input
 - Review, revise and adopt needs summary by Consensus Committee

Task 4 Record Keeping

- Write detailed meeting summaries that do not attribute specific comments to individual participants, unless they are on the agenda as presenters
- Distribute draft summaries for group review within one week of each meeting
- Distribute final summaries within three weeks of each meeting

Task 5 Document Management

- Prepare and manage a website for the Fountain Creek Vision Task Force
- Post all meeting schedules, agendas, summaries, and supporting documents on website at least one week prior to each meeting
- Maintain a list of interested parties
- Maintain an email listserv to communicate with participants

Task 6 Generate Methods and Projects to Address Needs

- Work with Consensus Committee and Subcommittee Working Groups to generate draft methods and projects to address consumptive and non-consumptive needs identified in
- Prepare final draft of Methods and Projects for review by entire Vision Task Force by **February, 2008**

Task 7 Plan Preparation

- Compile Summary of Watershed Needs and Methods and Projects document into a draft Strategic Plan by **March, 2008**
- Distribute draft plan for review by participants
- Through a full Task Force meeting, solicit input from the public (consisting of El Paso County, Pueblo County, and surrounding areas)
- Revise plan as necessary in response to feedback from public and participants
- Get Consensus Committee agreement on final Strategic Plan
- Participate in Consensus Committee member's presentation to constituencies as requested.
- As necessary, prepare reports to the agencies/entities who provide funding for this work

Task 8 Financial Management

- Keep detailed records on all charges and expenditures for this contract (staff hours, travel costs, photocopies, etc.)
- Submit monthly statements to funding agencies/entities AND to the Consensus Committee for review

Task 9 Plan Distribution

- Provide Strategic Plan for use by Arkansas Basin Roundtable and offer presentation at a roundtable public meeting by **May, 2008**
- Provide a Strategic Plan for delivery to Colorado Water Conservation Board, the Interbasin Compact Committee and other basin Roundtables as requested by **June 1, 2008.**