

**Volume One Unabridged  
Watershed Characteristics Report**

**Chapter 2  
Report Preparation Process**

SANTA CLARA BASIN



**Prepared for the  
Santa Clara Basin Watershed Management Initiative**

**by**

**Watershed Assessment Consultant**

**Revised August 2003**

# Watershed Characteristics Report

## Chapter 2: Report Preparation Process

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*with consultant support from*

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Funded by:  
Santa Clara Valley Water District  
and  
City of San Jose

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# Chapter 2

## Report Preparation Process

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### 2.1 Overall Approach

The Santa Clara Basin Watershed Management Initiative (WMI) plans to publish a watershed management plan in three volumes as well as a number of supporting documents. The three major documents are this Watershed Characteristics Report, a Watershed Assessment Report, and a Watershed Action Plan. The reports represent a consensus of the views of the Core Group, the group of stakeholders that participates in the WMI.

The report preparation process was designed to facilitate collaboration among the stakeholders in the WMI. All decisions regarding the report preparation and review process were made by the Core Group. Analytical discussions and work are conducted by subgroups or by the Watershed Assessment Consultant (WAC). Products prepared by the subgroups and the WAC are reviewed by the Report Preparation Team (RPT). Products approved by the RPT are forwarded to appropriate subgroups and the Core Group for review and consideration.

### 2.2 WMI Groups and Subgroups

#### 2.2.1 Role of the Core Group

The WMI is directed by the Core Group. As of August 2003, the Core Group consisted of individuals and representatives of 34 public and private organizations with a stake in the outcome of the watershed planning process for Santa Clara Basin (the Basin). The Core Group members represent a wide range of views and interests. Their affiliations are shown in Table 2-1. The participation of affected parties in the planning process is encouraged and crucial to obtain broad community support.

The Core Group developed and approved a document that describes how the Core Group will make decisions. The document, referred to as the “Signatory Document,” requires that the Core Group strive to reach a consensus before making a decision. If the Core Group makes a recommendation that is not agreed to by all then the recommendation will be accompanied by a report of the views of the dissenting members.

The Core Group also approved a Consolidated Action Plan (CAP) that describes the tasks needed to complete the first phase of the work that culminates in the publication of the Santa Clara Basin Watershed Characteristics Report.

**Table 2-1  
Watershed Management Initiative Signatories<sup>1</sup>**

<b>Public Agencies</b>	<b>Business and Trade Associations</b>	<b>Civic and Environmental Groups and Programs</b>
California Department of Fish and Game	California Restaurant Association/Dairy Belle Freeze	CLEAN South Bay
City of Cupertino	Home Builders Association of Northern California	Greenbelt Alliance
City of Palo Alto	San Jose Silicon Valley Chamber of Commerce	League of Women Voters
City of San Jose	Santa Clara Cattlemen's Association	Salmon and Steelhead Restoration Group
City of Santa Clara	Santa Clara County Farm Bureau	San Francisco Bay Bird Observatory
City of Sunnyvale	Silicon Valley Manufacturing Group	San Francisquito Watershed Council
Guadalupe-Coyote Resource Conservation District		Santa Clara Valley Audubon Society
San Francisco Bay Regional Water Quality Control Board		Sierra Club Loma Prieta Chapter
San Francisquito Creek Joint Powers Authority		Silicon Valley Pollution Prevention Center
Santa Clara County		Silicon Valley Toxics Coalition
Santa Clara County Open Space Authority		Western Waters Canoe Club
Santa Clara Valley Transportation Authority		
Santa Clara Valley Urban Runoff Pollution Prevention Program		
Santa Clara Valley Water District		
U.S. Army Corps of Engineers		
U.S. Environmental Protection Agency		
U.S. Department of Agriculture Natural Resource Conservation Service		

<sup>1</sup>As of July 2002

### **2.2.2 Role of Subgroups**

The Core Group established special purpose subgroups to conduct or oversee portions of the WMI's work (Figure 2-1). The subgroups include the Watershed Assessment Subgroup, Land Use Subgroup, Bay Monitoring and Modeling Subgroup, Regulatory Subgroup, Communications Subgroup, Flood Management Subgroup, Sustainable Water Supply Subgroup, Wetlands Advisory Group, Data Management Subgroup, and Report Preparation Team. Each subgroup has a mission, goals and objectives. The subgroups and their work statements are listed in Table 2-2. The membership of the subgroups includes both Core Group members and other stakeholder representatives with expertise or an interest in the topics.

### **2.2.3 Role of Report Preparation Team**

The RPT oversees the preparation of the Watershed Characteristics Report and the Watershed Assessment Report. Each of the products prepared by the subgroups are reviewed by the RPT, revised as necessary, and forwarded to the Core Group for approval.

### **2.2.4 Role of Work Groups**

The RPT used a number of work groups to explore issues and submit findings to the Core Group in the form of technical memoranda. Work Group A identified the list of data types that could support the assessment. Work Group C recommended that the representative watersheds be the San Francisquito Creek, Guadalupe River, and Upper Penitencia Creek subwatershed. Work Group D developed a process for prioritizing impediments (factors that limit a waterbody's ability to support desired beneficial uses).

### **2.2.5 Role of the Watershed Assessment Consultant**

The WAC has provided technical and production support. The WMI Core Group, through the Santa Clara Valley Water District, contracted with URS Greiner Woodward Clyde to assist with the watershed assessment. The WAC's tasks focused on the scientific and technical analyses needed to determine the condition of the three initial subbasins. Other consultants have also provided technical support to the development of the baseline characterization of the Basin.

## **2.3 Document Review Process**

The Watershed Characteristic Report was authored by the WAC and various subgroups. The WAC submitted preliminary drafts of their sections to the RPT for review. Some chapters of the Watershed Characteristics Report were overseen and produced by subgroups. For these, the subgroups first approve of their written work, and then forwarded their sections to the RPT for

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review and conformity with the report outline. The RPT then reviewed the sections for tone, grammar, and content. Based on the review, the section was either approved for Core Group review or sent back to the subgroup for revision. Once the RPT approved a document, the document was forwarded to the Core Group for review. The Core Group either approved of the document as written or referred it back to the subgroup or the WAC for revision. Revised documents were again reviewed by the RPT and then compiled by the WAC to create this unabridged version of the Watershed Characteristics Report (Unabridged Volume One). And abridged version of this report was also produced by the RPT for distribution to the general public. Both the abridged Watershed Characteristics Report and this Unabridged Volume One were sent to the Core Group for its review and approval.

### **2.4 Quality Management**

Data will be gathered from a variety of sources to conduct the assessment. It can be expected that data will be of variable quality. To ensure that the assessment is based on reliable data, all data used will be screened. The spatial and temporal coverage provided by the data and its statistical validity will be checked before it is approved for use.

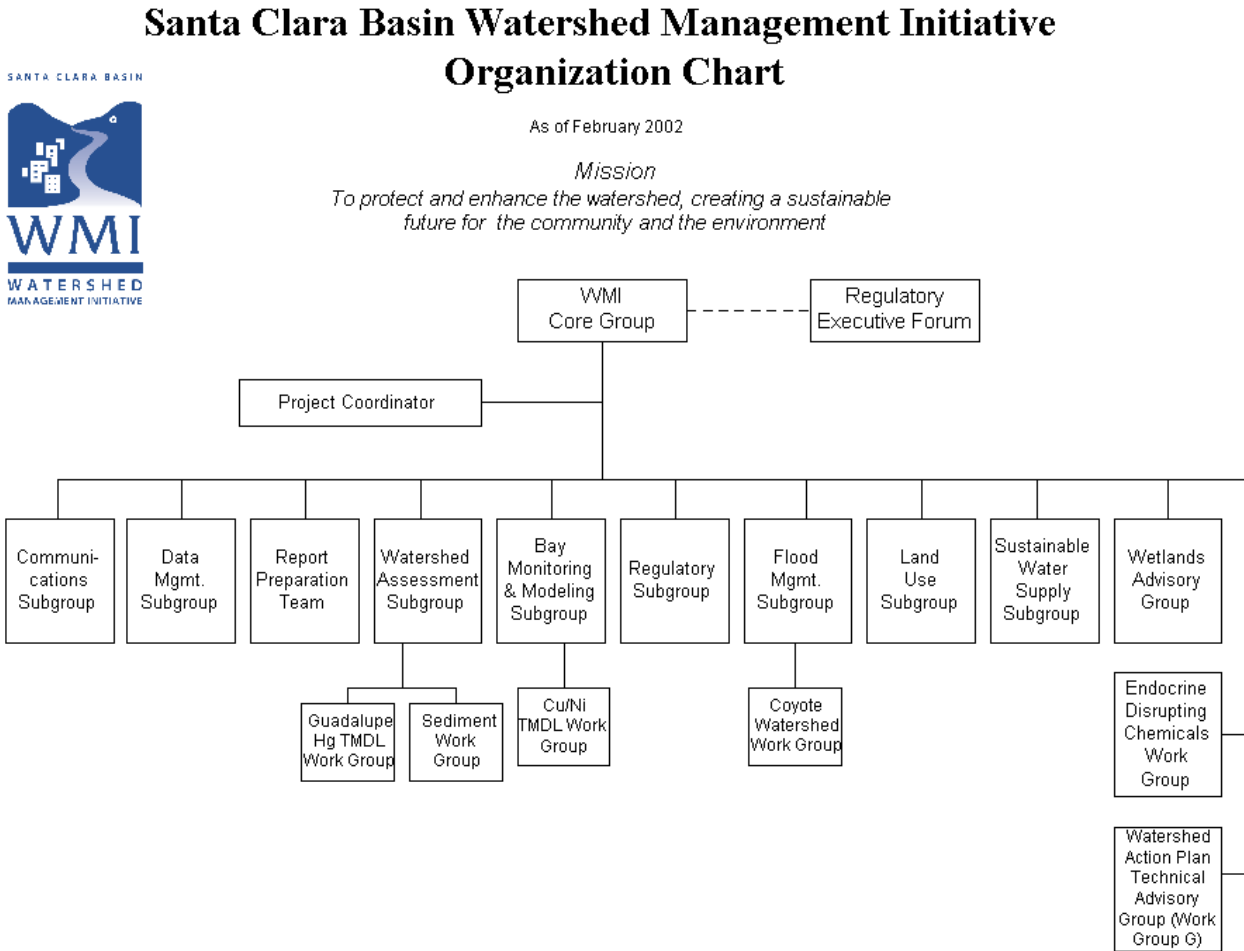
For the watershed assessment and other products of the WMI to be accepted by policy makers, the public, and the scientific community, the products need to meet scientific standards for accuracy and consistency. To ensure that this goal is accomplished, the WMI followed quality assurance/quality control measures. At the heart of the quality assurance/quality control plan is the use of technical review panels to review key products and decisions.

The members of the first technical review panel used in the assessment process are listed in Table 2-3. All panel members are respected in their fields and are independent of the WMI process. The review was conducted in a series of workshops. Written comments provided by panel members were reviewed and considered by the Core Group.

### **2.5 Acknowledgements**

Many individuals and organizations participated in the preparation of Unabridged Volume One. They include the members of the Core Group, subgroups, and RPT. Although many contributed to the individual chapters in this report, the primary authorship was as follows. The summary and Chapters 1, 2, 3, and 8 were prepared by the WAC, which includes the firms of URS Greiner Woodward Clyde, Montgomery Watson, Thomas Reid Associates, Entrix Inc., and Professor Jerry Smith of San Jose State University. The Land Use Subgroup prepared Chapter 4 with the assistance of the Santa Clara Valley Urban Runoff Pollution Prevention Program and EOA, Inc. The Outreach Group prepared Chapter 5. The Regulatory Subgroup prepared Chapter 6 with assistance from Larry Walker Associates. The Watershed Assessment Subgroup prepared Chapter 7 with assistance from the RRM Design Group/Habitat Restoration Group, Balance Hydrologics, and EOA, Inc. Funding and/or in-kind services were provided by the Santa Clara Valley Water District, Santa Clara Valley Urban Runoff Pollution Prevention Program, the cities of San Jose, Sunnyvale, and Palo Alto.

**FIGURE 2-1  
Santa Clara Basin Watershed Management Initiative Organization Chart**





**Table 2-2 Subgroups of the Santa Clara Basin Watershed Management Initiative**

SUBGROUP	WORK STATEMENT
Bay Modeling and Monitoring	<ul style="list-style-type: none"> <li>• Provide technically sound tools to investigate and evaluate the potential water quality impacts of various south bay water quality management options.</li> <li>• Develop technically supportable permit limits (concentration &amp; mass).</li> <li>• Develop the technical support for attainable water quality objectives including expected attainment dates.</li> <li>• Develop a technically supportable first phase Total Maximum Daily Loading along with a plan to refine the estimates.</li> </ul>
Communications*	<ul style="list-style-type: none"> <li>• Ensure effective communication across all stakeholders, core group, subgroups and key decision-makers.</li> <li>• Identify, coordinate and initiate effective outreach programs.</li> <li>• Create and disseminate public outreach materials for the WMI.</li> <li>• Establish, track, and document WMI expenditures.</li> <li>• Establish work priorities and recommend expenditures to conduct that work.</li> <li>• Oversee personnel matters of the WMI.</li> <li>• Ensure that the WMI has a comprehensive, overall work plan and the resources to implement the plan.</li> <li>• Providing guidance to Project Coordinator.</li> <li>• Oversee the Action Plan Development Process.</li> <li>• Evaluate structure, functions, and effectiveness of WMI and propose appropriate changes.</li> </ul>
Data Management	<ul style="list-style-type: none"> <li>• Provide the Watershed Management Initiative Stakeholders with accurate and reliable data in a timely and cost-effective manner on an on-going basis.</li> </ul>
Flood Management	<ul style="list-style-type: none"> <li>• Identify and integrate flood management issues as a part of the watershed planning process.</li> </ul>
Land Use	<ul style="list-style-type: none"> <li>• Identify and address land use planning interests and issues that need to be considered within the watershed plan.</li> </ul>
Regulatory	<ul style="list-style-type: none"> <li>• Improve long term regulatory certainty by integrating and prioritizing the permit recommendations of the other subgroups.</li> <li>• Will serve as a discussion and recommendation forum for the Basin's permitting issues.</li> </ul>
Report Preparation Team	<ul style="list-style-type: none"> <li>• Plan and develop the Watershed Characteristics Report, Watershed Assessment Report, and Watershed Action Alternatives.</li> </ul>
Sustainable Water Supply	<ul style="list-style-type: none"> <li>• Identify and recommend sustainable water resource management opportunities that protect beneficial uses within the pilot watersheds and the Santa Clara Basin.</li> </ul>
Watershed Assessment	<ul style="list-style-type: none"> <li>• Provide a solid scientific foundation for watershed planning and land use decisions.</li> <li>• Identify existing data resources, assemble available data, evaluate the quality of existing data, identify data gaps, develop and implement strategies for data acquisition and management and implement data interpretations which will lead to effective planning decisions.</li> </ul>
Wetlands Advisory Group	<ul style="list-style-type: none"> <li>• Promote the integration of wetland management actions into the overall Watershed Management Plan.</li> <li>• Provide technical assistance on wetlands in an advisory function to the Subgroups and the Core Group for all WMI products.</li> </ul>

\*Includes four workgroups: 1) Budget and Personnel; 2) Outreach; 3) Planning



**Table 2-3**  
**Members of Technical Review Panel**  
**(March – July 1999)**

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