
URS CORPORATION

Scope of Work

Integrated Water Resource Management Plan Ecosystem and Habitat Restoration and Enhancement Land Use and Economic Analysis Project

**Prepared for Kittitas County
August 10, 2011**

BACKGROUND

The Yakima Basin Integrated Water Resource Management Plan (IWRMP) has been developed by the Washington State Department of Ecology (Ecology) and the US Bureau of Reclamation (USBR) with the involvement of numerous stakeholders. The IWRMP seeks to improve the reliability of water supplies in the Yakima River Basin in combination with improvements to fish and wildlife habitat and water conservation measures. The IWRMP includes a habitat and ecosystem restoration and enhancement component with proposals that impact Kittitas County and its citizens. As a component of the IWRMP, these proposals include potential land acquisition and conservation actions:

- 46,000 acres in middle/lower Teanaway River Basin
- 15,000 acres in Yakima River Canyon
- 10,000 acres in headwaters of Little Naches River, Taneum Creek, Manastash Creek
- Floodplain Restoration and Conservation
- Wilderness Designations
- Wild & Scenic River Designations
- Other Conservation Designations

The bulk of the mitigation actions in the ecosystem restoration and enhancement component of the IWRMP are located in Kittitas County and are expected to have significant direct and indirect benefits and costs to County government, businesses, and citizens, however no analysis of land use and economic effects has been conducted to date. It is critical to identify these benefits and costs so that they can be properly considered and any costs to the County which are greater than the value of the benefits can be compensated as the IWRMP environmental analysis proceeds and when the plan is implemented.

Therefore Kittitas County is initiating a project to:

1. Form and operate a Yakima River Watershed Proposal Citizens Advisory Committee (CAC);
2. Identify land use changes and economic issues that arise from the IWRMP ecosystem and habitat restoration and enhancement component;
3. Conduct a formal analysis of land use changes and economic impacts of the IWRMP ecosystem and habitat restoration and enhancement component;
4. Identify and quantify IWRMP ecosystem and habitat restoration and enhancement component related benefits and costs to Kittitas County;
5. Develop recommended methods for the IWRMP to compensate for economic costs to Kittitas County;

6. Develop recommended policies for the Kittitas County Board of County Commissioners (BOCC) to use in discussions with Ecology and USBR about the impacts of the IWRMP ecosystem and habitat restoration and enhancement component;
7. Produce formal comments on behalf of Kittitas County and the BOCC as directed regarding the ecosystem restoration and enhancement component of the IWRMP for inclusion in the programmatic Environmental Impact Statement (EIS) being developed by Ecology and USBR for the overall IWRMP.

This stakeholder involvement, land use analysis, economic analysis, and policy development project must occur in a streamlined and timely manner in order to effectively link to the ongoing IWRMP environmental analysis process.

The subsequent scope of work is intended to complete the following steps:

- Step 1. Form a Kittitas County Yakima River Watershed Proposal CAC (by County).
- Step 2. Hold an Initial Strategy Session with URS and County.
- Step 3. Develop Brief CAC Work Plan.
- Step 4. Hold One CAC Meeting to Review IWRMP Background Information.
- Step 5. Hold Two CAC Meetings to Identify Primary Land Use Changes and Preliminary Economic Issues Associated with the IWRMP Ecosystem and Habitat Restoration and Enhancement Component, and Potential Impacts and benefits to Kittitas County.
- Step 6. Conduct Formal Land Use and Economic Analyses.
- Step 7. Hold One CAC Meeting to Review Land Use Change and Economic Analyses Results and Obtain Feedback, and Discuss Possible Economic Impact Compensation Approaches.
- Step 8. Finalize Land Use and Economic Analyses.
- Step 9. Develop a Preliminary Economic Impact Compensation Policy Matrix.
- Step 10. Hold One CAC Meeting to Review and Evaluate the Economic Impact Mitigation Policy Matrix and Obtain CAC Recommendations on the Preferred Compensation Approaches.
- Step 11. Present a Revised Economic Impact Compensation Policy Matrix and CAC Recommendations to the BOCC and County Staff.
- Step 12. Develop Final Policy and Economic Compensation Recommendations in Report Form.
- Step 13. Complete the BOCC Policy Adoption Process (by County).
- Step 14. Support the County in a meeting with Ecology, USBR, and/or an IWRMP subcommittee.

SCOPE OF WORK

Task 1 – Initiate Kittitas County Yakima River Watershed Proposal Citizens Advisory Committee

The URS team will:

1.1 Prepare for and Attend an Initial Strategy Session With County Representatives. Correspond with County staff and team members to schedule the meeting; discuss with County staff (and designated County IWRMP leader) the desired topics of the strategy session; identify meeting objectives and topics; prepare a meeting agenda; distribute the agenda to designated participants; attend the meeting and take notes to guide the development of a CAC work plan.

1.2 Develop a CAC Work Plan. Based on the strategy session results, URS will prepare a draft CAC Work Plan. The work plan will describe: the mission and limits of the CAC; the relationship between the CAC and the BOCC policy formulation and adoption process; the estimated meeting topics; the number of meetings per topic; the approximate types of “homework” expected of CAC members between meetings; estimated meeting lengths and times; the meeting schedule; CAC structure and operating ground rules; decision making protocol; and conflict resolution pathway. A draft work plan will be developed early for review/approval by County leaders after which it will guide the CAC process. It is expected that only minor changes will be necessary following review by the County.

Task 1 Products

- Initial strategy session meeting agenda and notes (electronic format in Adobe Acrobat).
- Draft and final CAC work plan (electronic format in Adobe Acrobat).

Task 1 Assumptions

- County forms the CAC and provides URS with a roster of committee member names along with their phone, email, address, business, and other pertinent information.
- County Staff coordinates with Commissioner schedules to set-up the strategy session meeting date.
- Strategy session is only attended by the URS Project Manager and the Public Relations Subconsultant.
- Only minor comments on the draft CAC work plan.

Task 2 - Citizens Advisory Committee Meetings

The URS team will:

2.1 Hold CAC Meetings. The URS team will prepare for, attend, facilitate, and keep records for the CAC meetings. It is expected that the following meetings will be held:

- One CAC meeting to cover IWRMP background information;
- Two CAC meetings to discuss the IWRMP Ecosystem and Habitat Restoration and Enhancement Component, it’s direct and indirect positive and negative impacts to Kittitas County, and identify key land use and economic issues (those that need further land use and economic impact analysis by URS and our economic analysis team member);
- One CAC meeting to review land use and economic impact analyses results, obtain CAC feedback, and discuss possible economic compensation strategies;
- One CAC meeting to review and evaluate an Economic Compensation Policy Matrix and obtain CAC recommendations on the preferred compensation approaches (preferred alternative).

URS will also prepare a project notebook for each CAC member (distributed at the first meeting, subsequent meeting materials will be added to notebooks as the project progresses); prepare meeting presentations and packets for each meeting; correspond with team and committee members in between meetings; keep minutes of each meeting; and correspond with the County in preparation for each meeting and to discuss project issues and seek direction.

Task 2 Products

- CAC notebooks(electronic format in Adobe Acrobat).
- CAC meeting presentations (electronic format in Adobe Acrobat and/or PowerPoint).

- CAC meeting handouts (hard copy and electronic format in Adobe Acrobat).
- CAC meeting minutes (hard copy and electronic format in Adobe Acrobat).
- CAC work products (electronic format in Adobe Acrobat).

Task 2 Assumptions

- County provides a meeting space for the CAC.
- Two hour meetings in Ellensburg.
- Only one meeting attended in person by the Economic Subconsultant, one other meeting attended by teleconference.

Task 3 – Kittitas County Board of County Commissioner (BOCC) Study Sessions

The URS team will:

3.1 Attend BOCC and Staff Study Sessions. The URS team will keep the County Staff and Commissioners up to date on the progress of the CAC and seek clarification, approval, and direction related to CAC focus and operation during the project. It is expected that involvement by a BOCC member at CAC meetings will also help keep the other BOCC members up to date on project progress. Therefore additional updates to the BOCC will take the form of two study sessions where a brief presentation will be provided followed by discussion and, if needed, direction. It is estimated that the following BOCC and County Staff updates will occur:

- Brief BOCC and County Staff on the preliminary land use and economic impact analyses results;
- Brief BOCC and County Staff on a Revised Compensation Policy Matrix and a CAC recommended preferred compensation policy alternative.

URS will prepare brief presentations and study packets in preparation for study sessions, attend the study sessions, and take notes necessary to follow up on action items.

Task 3 Products

- Study session packets (electronic format in Adobe Acrobat).
- Study session presentations (electronic format in Adobe Acrobat and/or PowerPoint).

Task 3 Assumptions

- County Staff sets up study sessions and prints and distributes study packets.
- No review cycle on study session presentations or packets.
- Study sessions are no more than one hour and occur in Ellensburg.
- Only one study session attended in person by the Economic Subconsultant, one other study session attended by teleconference.

Task 4 – Land Use and Economic Analysis of Selected IWRMP Ecosystem and Habitat Restoration and Enhancement Component Actions

The URS team will:

4.1 Conduct a Land Use Analysis of Selected IWRMP Ecosystem and Habitat Restoration and Enhancement Component Actions. Based on input from the County, CAC, and consultant team, URS will complete a land use analysis. The land use analysis will describe the changes in Kittitas County land use associated with the IWRMP Mitigation Component Actions. The analysis will review the current land ownership, zoning, and likely activities; and discuss the changes associated with proposed actions (timber

harvest, logging, mills, ranching, farming, public services, support industries, rural development, recreation, etc.). The land use analysis will be summarized in a brief memo and will form the basis to conduct the economic impact analysis. The draft land use analysis and economic analysis will be combined and reviewed by the County and CAC prior to finalization.

4.2 Conduct an Economic Impact Analysis of IWRMP Ecosystem and Habitat Restoration and Enhancement Component Related Land Use Changes. Based on the results of the land use analysis, the URS team will estimate the economic impacts associated with the identified land use changes. The economic sectors analyzed will be similar to those mentioned in 4.1 above and will also include impacts on County revenues. The economic analysis will apply standard defensible methods and each technique will be clearly referenced. The analysis will result in estimated economic benefits and costs in dollar values, presented over time by sector analyzed. The analysis will be summarized in a brief memo. The draft land use analysis and economic analysis will be combined and reviewed by the County and CAC prior to finalization.

Task 4 Products

- Draft and final land use analysis memorandum (electronic format in Adobe Acrobat).
- Draft and final economic impact analysis memorandum (electronic format in Adobe Acrobat).

Task 4 Assumptions

- County Staff provides information on existing land use ownership, zoning, and activities.
- No GIS work or other mapping or research is required to support the analysis.

Task 5 – Develop Recommended Economic Impact Mitigation Approaches and Policies

The URS Team will:

5.1 Identify Preliminary Economic Impact Compensation Alternatives and Policies. The URS Team will develop an array of potential methods to compensate for any economic impacts that are determined to be created by the IWRMP Ecosystem and Habitat Restoration and Enhancement Component. The preliminary compensation methods and policy statements will be presented in a matrix format and will be based on economic mitigation strategies that have been used in other similar situations, particularly by state and federal agencies. The source or example of each mitigation method will be referenced. The preliminary compensation matrix will be presented to the BOCC and County Staff in a study session (covered in Task 3), then presented to the CAC (covered in Task 2) for review and evaluation. The CAC will develop a recommended overall preferred compensation alternative to be presented to the BOCC in another study session (also covered by Task 3).

5.2 Develop Final Economic Impact Compensation and Policy Recommendations in Report Form for BOCC Review/Adoption. Based on feedback from the CAC and the BOCC, the URS team will develop the final economic impact compensation alternative and policy statements. The compensation product will be combined with the land use and economic impact products and prepared as a final report. The report will also summarize the CAC process and membership.

Task 5 Products

- Preliminary economic impact compensation alternatives and policies in matrix format (electronic format in Adobe Acrobat).
- Final economic impact compensation alternatives and policies in report format (electronic format in Adobe Acrobat).

Task 5 Assumptions

- Research into example compensation approaches is limited to 8 hours of economic consultant time.
- No GIS work or other mapping or research is required to support the analysis.
- The report is developed as a final document.

Task 6 – Support Kittitas County at a Meeting with Ecology and USBR.

The URS Team will:

6.1 Support Kittitas County at one meeting with Ecology, USBR, or an IWRMP committee. URS will attend one meeting with Ecology and USBR, or an IWRMP subcommittee, to support Kittitas County and answer questions that may arise about the analysis process and recommended economic compensation methods.

Task 6 Products

- None.

Task 6 Assumptions

- Meeting takes place in Yakima or Ellensburg.
- Meeting is only attended in person by the URS Project Manager with the Economic Subconsultant participating by teleconference.

Fee Estimate

Task	Description	John Knutson Project Manager	Julie Blakeslee Senior Planner	Will Guyton Project Tech. Specialist	URS Hours by Task	URS Labor Budget by Task	URS Expenses	Sub 1 PRR	Sub 2 Cascade Econ.	Totals
1	Initiate Yakima River Watershed Proposal Citizen Advisory Committee	12		28	40	\$4,287	\$50	\$580		\$4917
2	Citizens Advisory Committee Meetings	78	20	124	222	\$26,188	\$700	\$7633	\$3270	\$37,790
3	Kittitas Co. BOCC Study Sessions	18	8	24	50	\$6,166	\$100	\$1912	\$1351	\$9529
4	Land Use and Economic Impact Analysis	22	68	18	108	\$14,961			\$11,859	\$26,820
5	Develop Econ. Impact Compensation Approaches	16	8	40	64	\$7,065			\$10,962	\$18,027
6	Support County In Meeting USBR/Ecology	8			8	\$1,400			\$1351	\$2751
	Total Hours	154	104	234	493	\$60,067	\$850	\$10,125	\$28,793	\$99,834
	Billing Rate	\$175.00	\$142.73	\$78.09						
	Total Labor Cost	\$26,950	\$14,844	\$18,273						
	Project Total							Project Total = \$99,834		

Neglect minor rounding differences.

Schedule

Task	Description	Month																							
		September				October				November				December				January				February			
1	Initiate IWRMP Yakima River Watershed Proposal Citizens Advisory Committee																								
2	CAC Meetings				X				X			X			X					X					
3	Kittitas Co. BOCC Study Sessions																								
4	Land Use and Economic Impact Analysis																								
5	Develop Econ. Impact Compensation Approaches																								
6	Support County In Meeting USBR/Ecology																								

X= Citizens Advisory Committee Meetings