

## MEMORANDUM

### Dan Cloak Environmental Consulting

To: Ms. Alice Ringer, Coordinator  
Santa Clara Basin Watershed Management Initiative

From: Dan Cloak

cc: Ms. Kirsten Struve, City of San Jose  
Mr. Paul Prange, City of San Jose

Subject: **Watershed Action Plan**  
First Complete Draft

Date: March 17, 2003

This memorandum transmits the following work products:

- Complete draft of the *Watershed Action Plan*.
- Comments on earlier partial drafts, tabulated with responses.

Following is a summary of the work accomplished to prepare this draft:

- **Chapter 1** has been expanded and includes additional explanation of how the *Watershed Action Plan* was created.
- **Chapters 3 – 9** now incorporate the WMI’s “strategic objectives” near the end of each chapter, followed by the “Next Steps for the WMI.” The wording for the “strategic objectives” and “next steps” was taken from the presentations to the Regulatory Executive Forum (in October 2002) and the Core Group prioritization exercise in November 2002.
- **Chapter 10** has been completely revised. The future role of the WMI is summarized based on the discussion at the Regulatory Executive Forum and Core Group meetings. Chapter 10 includes sections on “measures of success” and “initial priorities.” Text from a previously titled “outreach” strategic objective have been incorporated into a revamped section on WMI outreach (Section 10g).
- **Stakeholder comments** have been incorporated as noted in the comment table and attachments. These comments include responses to the June 2002 questionnaire, detailed comments on Chapters 1-9 (received in July 2002), comments on Chapter 10 (received in August 2002), and additional comments from SCVWD staff received in late 2002.
- **Some updates** have been included – but only where the information was readily available – to reflect developments since Chapters 3 – 9 were first drafted (March – May 2002). The WAPTAG may want to consider the need for additional updates before publication.
- **References** have been added and documented, where they were available in notes or easily retrievable. References were put in a consistent format.

- **Notes** and a **bibliography** appear at the end of the document.
- **Graphics** were identified and incorporated into the layout at “draft quality.” A table of figures is near the beginning of the document.
- **Information resources** on “smart growth,” open space acquisition and management, riparian stewardship, water conservation, water recycling, and stream restoration were tabulated and included as inset boxes in the report layout. A list of **tables** appears near the beginning of the document.
- A 12-page **Executive Summary** summarizes the plan, focusing on the “strategic objectives” and “next steps.”
- A **graphic design and layout** was developed for the report. The design is intended to be attractive, easy to read, and easy to navigate in print and on-line.
- A **report cover** uses the WMI’s “Vision for Our Watershed” illustration and the WMI logo.
- A **portable document format** (Adobe Acrobat 5) file was prepared to facilitate distribution of the complete draft document. The file can be viewed on-line using the free Adobe Acrobat Reader or can be printed from computers using a variety of operating systems.
- Electronic files containing the report and the comments/responses have been placed on the Dan Cloak Environmental Consulting **website**. Access to the files, including instruction for downloading, can be obtained at [www.dancloak.com/WAP.htm](http://www.dancloak.com/WAP.htm).

It has been a pleasure to work with you through the long and occasionally arduous process of drafting and revising the *Watershed Action Plan* to this point.

I look forward to discussing these work products with you and the WAPTAG at our scheduled meeting on March 20<sup>th</sup> and to presenting the draft to the WMI Core Group on April 3<sup>rd</sup>.