

2/19/2013

KO-300

To: Klamath Basin Area Office (KBAO) Files

From: Rick Carlson

Subject: Process Leading to the Development of the Monitoring and Management Support Interagency Agreement with the U S Geological Survey (USGS)

On February 14, 2013, I received a request from Jason Cameron (Special Assistant to the KBAO Area Manager) to document the process leading to the development of the Monitoring and Management Support Interagency Agreement with USGS. This memorandum highlights the main events in this process.

KBAO planning and development of the Monitoring and Management Support Interagency Agreement with the USGS began as a result of increased workload and shortages of water quality/operations field staff. As early as 2011, it became increasingly necessary for the water quality division to request internal support from other KBAO divisions to support water quality division field efforts. Potential future division field staff shortages in 2012 were supported by workload estimates performed by Jason Cameron (Water Quality Division Chief in 2011). In addition, the workload for the field staff increased when the Water Quality Division was restructured into the new Water Operations Branch in early 2012. In 2012, the Water Quality Division was restructured, and became the Water Operations Branch. Estimated 2012 workload requirements prepared by Mariah Tillman (Water Operations Branch Field Crew Lead) indicated a need for a minimum of four field staff and at times more for the water quality work alone. Field staff shortfalls were exasperated by the resignation of Mariah Tillman in March of 2012, and later resignations of April Tower and Chelsea Aquino in the summer of 2012. Potential staffing shortfalls also were later substantiated by Rick Carlson (water quality lead scientist – Resources Management Division) aided by estimates from Gunter Schanzenbacher (new Water Operations Branch Field Crew Lead) during budget planning activities in 2012. Consequently, two water quality field projects were identified in late winter of 2012 by Jason Cameron, Jennie Land (Resources Management Division Chief), and Rick Carlson through consensus that these projects could easily be shifted via interagency agreement to lessen field staff workload, and not interrupt data collection (especially of any long-term data sets). The two ongoing projects identified were Upper Klamath River Continuous Long Term Monitoring, and a new, 3-year Klamath Project Nutrient Study recently initiated in March 2012.

Sometime during May 2012, Mario Manzo (Repayment Specialist, MP-170) detailed to the Klamath Basin Area Office, to support water contracting issues, and in part, to help develop a statement of work for the interagency agreement that would ultimately accommodate the two field projects. Additionally, due to an overdue need for a database to house KBAO water quality data, tasks were developed within the interagency agreement that allowed the work necessary to transfer KBAO water quality data into the USGS National Water Information

System database (new project coordinated with USGS). Later, one more additional task was added to allow USGS staff to adjust and convert Upper Klamath Lake, lake level data between reference datums.

Cost comparisons were not conducted or considered in this process, only workload and staff shortages. The tasks were sent to USGS to develop the scope of work, this scope of work was then sent to KBAO for use in the requisition process, and the purchase requisition for this contract was submitted in October of 2012 and executed in late January of 2013.