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1.0 PURPOSE AND SCOPE

- 1.1 Purpose. This procedure explains how EEP staff moves through the final phase of a Local Watershed Planning (LWP) effort. If successful, the Phase IV team will identify viable mitigation sites with landowners willing to sell or donate conservation easements for EEP mitigation projects.
- 1.2 Scope. EEP targets LWP at cataloguing units (CUs) where EEP estimates it will need additional mitigation within a few years. Process PLN.PRO.03.01.01, Local Watershed Plan Development, describes the first three phases of the planning process, which typically culminates in the completion of a Project Atlas and a Local Watershed Management Plan. The Project Atlas identifies the best candidate sites for EEP mitigation projects, with landowner information and estimates of potential mitigation assets. Phase IV entails an EEP Team (Project Manager, Lead Planner and Property Acquisition Specialist) partnering to “ground truth” the Project Atlas sites and conduct landowner outreach efforts such that viable projects with willing Landowners may be presented to the Project Review Committee for evaluation. Because EEP’s estimates of future mitigation needs are constantly changing in response to N.C.DOT’s (and others’) changing development plans, the Phase IV Team constantly re-visits the Operational Strategic Plan’s updated mitigation target tables for the latest understanding of how much and what types of mitigation assets are needed in the CU, and on what timetable.
- 1.3 Participants. This procedure applies to the following personnel:
- EEP Project Manager (PM)
 - EEP Lead Planner
 - EEP Property Acquisition Specialist
 - Local Stakeholders
 - Landowners
 - EEP Project Review Committee
 - EEP Watershed Planning and Project Implementation (WPPI) Supervisors
 - Consultant
 - EEP Design Construction Supervisor

2.0 PROCEDURE STEPS

- 2.1 Assemble Team. The Lead Planner for the CU assembles the Phase IV Team, which is made up of the Lead Planner, a PM and a Property Acquisition Specialist.
- 2.2 Conduct strategy meeting. Using EEP guidance documents (S:\Watershed Planning and Implementation\Planning\Planning Manual\3 Local Watershed Planning Guidance), the most recent mitigation target tables from the Operational

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Strategic Plan, and the Phase III Project Atlas and Local Watershed Management Plan, the Team works to develop goals, objectives, timelines, and estimated costs for moving ahead. The Phase IV Team also determines whether any of the tasks require the support of an outside Consultant.

- 2.3 Document recommended Phase IV plan. The Team documents its recommendations for implementing Phase IV of the LWP and presents it in the form of a concise summary to the WPPI Supervisor for review and approval. The plan often includes a recommendation for using an outside Consultant to assist with Landowner outreach or other specific Phase IV tasks, along with the anticipated schedule and budget for such outside services.

Parallel Process: Contracting With and Managing the Consultant

- 2.4 Select Consultant. The PM follows process IMP.PRO.02.02.01 to select the appropriate Consultant via the on-call list. (If the effort is estimated to cost more than \$350,000, the Request for Services process must be used instead.) The Planner works with the Design Construction Supervisor to select the Consultant.
- 2.5 Develop scope of work. The Phase IV Team works with the Consultant to develop the scope of work to implement the Phase IV plan.
- 2.6 Review and approve scope of work. The WPPI Supervisor reviews and approves the scope of work.
- 2.7 Process and execute contract. Follow IMP.PRO.02.02.01 (Restoration Scoping / Contracting) to contract with the Consultant.
- 2.8 Kick-off work with Consultant. The Team meets with the Consultant to initiate contract implementation.
- 2.9 Begin / continue Stakeholder contact. This can include the Planner presenting highlights from the Phase III documents to local officials.
- 2.10 Begin / continue Landowner outreach. For selected projects in the Project Atlas the Consultant or PM begins or continues outreach to Landowners.
- 2.11 Conduct initial site assessments. To the extent it wasn't done during Phase III, the Consultant or PM conducts initial site assessments for selected sites from the Project Atlas. The PM records the results in the Project Tracking System (PTS), and enters the site into SiteFinder (GIS). (See IMP.PRO.02.01.01, Conduct Initial Assessment.) The PM and / or Consultant includes the Planner in the site assessments if possible, and communicates the outcome to them.

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- 2.12 Present site(s) to Project Review Committee. As each Landowner outreach and site assessment effort matures, the PM sponsors the site before the Project Review Committee. (See IMP.PRO.02.01.05, Project Review Committee Coordination.)
- 2.13 Move ahead with property acquisition. If the Project Review Committee agrees the site is appropriate for mitigation, the PM coordinates with the Property Acquisition Specialist to proceed with the property acquisition process (IMP.PRO.02.01.06), securing options for conservation easements.
- 2.14 Record results. The Property Acquisition Specialist updates the PTS to record whether an option was signed.

Parallel Process: Managing Overall Phase IV Effort

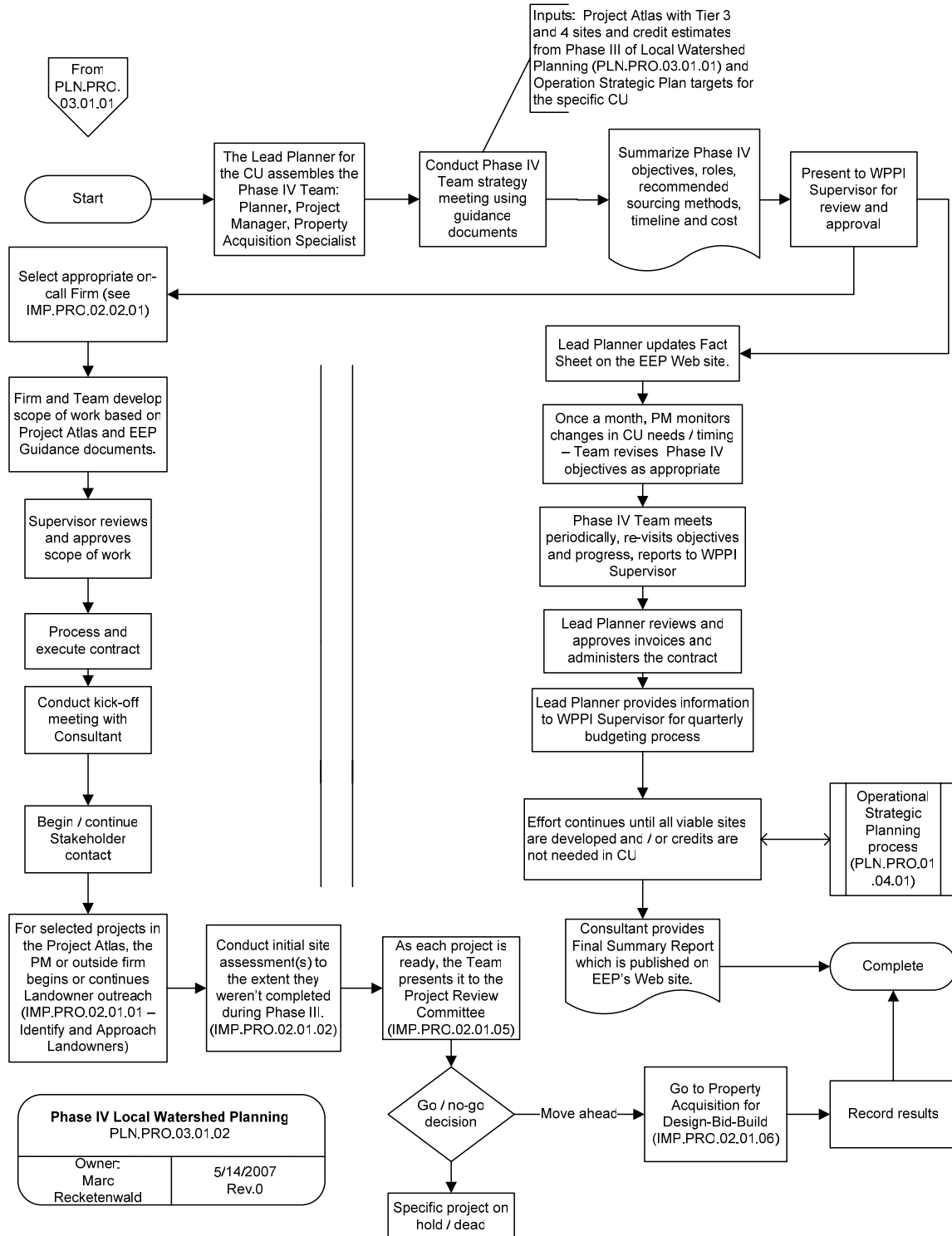
- 2.15 Update fact sheet. The Lead Planner updates the LWP fact sheet on the EEP Web site as the planning effort evolves.
- 2.16 Monitor changing mitigation needs. Every six to eight weeks, as EEP Strategic Planning updates the mitigation target tables, the PM reviews the mitigation needs of the CU. Key aspects of the Phase IV effort (objectives, timeline, outreach methods) are modified to reflect updated mitigation targets.
- 2.17 Conduct Team meetings. The Phase IV Team meets periodically to review the progress of the Landowner outreach efforts, the performance of the Consultant and any changes in the CU's mitigation needs. They report their progress periodically to the WPPI Supervisor.
- 2.18 Review and approve invoices. The Lead Planner reviews invoices from the Consultant and approves them for payment as appropriate. The Lead Planner also manages the Consultant, conferring with the Design Construction Supervisor if they identify problems with the Consultant's performance.
- 2.19 Support quarterly budgeting. The Lead Planner assists the WPPI Supervisor by tracking costs and estimating expenditures for future quarters.
- 2.20 Continue effort. The Phase IV effort continues until EEP has adequately investigated (feasibility and landowner willingness) all candidate sites and / or EEP does not anticipate needing additional mitigation in the CU during the planning horizon.
- 2.21 Issue final report. The Consultant provides a Final Phase IV Summary Report that is posted on EEP's Web site or to an appropriate shared drive on the EEP Local Area Network. This report includes the number of sites evaluated, number of Landowners contacted, the number of options signed, the number of project sites converted from Tier 2 to Tier 1 status, and the estimated number and type of

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Legend:

- P** = **P**Primary responsibility
- A** = **A**ssist
- RI** = **R**eview to provide **I**ntput
- RA** = **R**eview and **A**pprove
- N** = **N**otify
- S** = **S**ubmit final output to this person

4.0 PROCEDURE FLOW DIAGRAM



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5.0 REFERENCES

Guidance Document for Phase IV – Implementation of LWP Project Atlases, Internal document prepared by Phase IV Workgroup for use by EEP staff, April, 2007.
(S:\Watershed Planning and Implementation\Planning\Planning Manual\3 Local Watershed Planning Guidance)

6.0 FORMS

None.