

# **Biotic Resources Group**

Biotic Assessments ♦ Resource Management ♦ Permitting

## **ARANA GULCH GREENBELT DEVELOPMENT OF MEMORANDUM OF UNDERSTANDING (MOU) FOR SANTA CRUZ TARPLANT**

Kathleen Lyons of Biotic Resources Group will provide the City of Santa Cruz with biological planning services for the preparation of a Memorandum of Understanding (MOU) for activities relating to the Santa Cruz tarplant within the Arana Gulch Greenbelt.

The scope of services assumes that baseline conditions, management goals, and monitoring protocols outlined in the draft Arana Gulch Habitat Management Plan (HMP) (dated March 2013) and the final report (as amended through coordination with the Adaptive Management Working Group [AGWG]) will be the basis for the MOU. The scope assumes that the administrative draft or draft MOU will not be reviewed by the AGWG. The scope includes meetings, phone conversations, and email correspondence with the City and CDFW to reach a consensus on items and conditions to be included in the MOU.

The project will be initiated in June 2013, concurrent with the City's development of the Arana Gulch Habitat Management Plan, with completion of the administrative draft MOU in July 2013. The project's goal is to have the MOU completed and executed by the City and CDFW prior to the start of construction of the Broadway-Brommer Trail (anticipated being September 2013).

### **PROPOSED SCOPE OF SERVICES**

#### **TASK 1. PROJECT INITIATION AND COMPILATION OF EXISTING DATA**

Upon project confirmation, Kathleen Lyons will discuss the requirements of the MOU with CDFW personnel and prepare a draft template for review by the City and CDFW. The client will supply existing reports, maps and other documents pertinent to the property, as needed to include as appendices to the MOU.

#### **TASK 2. PREPARE DRAFT MOU**

A draft MOU will be prepared based on data and information presented and developed in the HMP. Ms. Lyons will facilitate a meeting with the CDFW biologist and the City to discuss items to be contained in the MOU, including requirements for HMP monitoring and reporting.

The scope assumes that the HMP baseline conditions inventory and identified management actions relative to the Santa Cruz tarplant will be the basis for the MOU. The MOU will outline management goals and objectives specific to the Santa Cruz tarplant, measures to avoid take of the species during habitat management and species monitoring, and habitat conditions needs for conserving the species. The MOU will include a section on adaptive management and how and when management actions may need to be adapted to reflect changing environmental conditions, and new information on the species pertinent to its required habitat, or if the monitoring of management actions shows no measurable progress toward meeting the stated goals.

The MOU will identify notification requirements, duration of the MOU, amendment process, operation and responsibilities of each agency and reporting schedule. The monitoring program

will be as outlined in the HMP; however, additional actions if requested by CDFW will be identified, if applicable.

### **TASK 3. PROJECT MEETINGS**

The scope of services includes up to three meetings with the client and/or CDFG to review the draft MOU, discuss issues relative to the document, and receive comments on the administrative and draft documents.

### **TASK 4. DOCUMENTS**

An electronic version of an administrative draft MOU will be prepared and submitted to the City for review. Upon receipt of comments, an electronic version of the draft MOU will be prepared and submitted to the City and CDFW. Following receipt of comments on the draft MOU, a final draft will be prepared for use by CDFW and/or the City for final their signatures and final approvals. Five copies of the final MOU as well as electronic files (pdf file) will be prepared and submitted to the client for their submittal to CDFW, if so requested.

#### *Deliverables and Anticipated Schedule*

Administrative Draft MOU (July 2013)

Draft MOU (August 2013)

Final Draft MOU (for execution by City and CDFW) (August 2013)

### **ESTIMATED BUDGET**

<b>Person</b>	<b>Hours</b>	<b>Rate/Hr</b>	<b>Total</b>
<b>Task 1. Project Initiation and Compilation of Existing Data</b>			
Kathleen Lyons, Plant Ecologist	2	\$125	\$ 250
<b>Task 2. Prepare Draft MOU</b>			
Kathleen Lyons, Plant Ecologist	12	\$125	\$ 1,500
Direct Expenses			75
<b>Task 3. Project Meetings</b>			
Kathleen Lyons, Plant Ecologist	16	\$125	\$ 2,000
Direct Expenses (mileage, copies)			75
<b>Task 4. Documents</b>			
Kathleen Lyons, Plant Ecologist	10	\$125	\$ 1,250
<b>PROJECT TOTAL</b>			<b>\$ 5,150</b>