



**Fall MEETING
Agenda**

**Tuesday, October 29, 2024
1:00 pm to 3:00 pm**

(Note: This is a hybrid meeting. Participation can be in-person at H-GAC, 3555 Timmons Lane 2nd Floor, Houston TX, 77072 or virtual. Instructions to attend this meeting in-person or virtual via ZOOM can be found at the bottom of this Agenda)

Call to Order/Welcome/Introductions

Welcome by H-GAC

Introductions of BIG members & staff

Review Agenda. Each agenda item shall provide time for discussion by the BIG followed by comments from the audience.

Certification of Quorum

Approval of the Proposed Members & Alternates

BIG members will review the Bacteria Implementation Group Roster and approve as appropriate.

Approval of the June 11, 2024, Meeting Summary

BIG members will review, comment, and approve as appropriate.

Public Comment

The public may sign up at the beginning of the meeting to make an informal comment of no more than three minutes.

Item One: Review BIG Meeting Ground Rules Revision

H-GAC staff will provide a review on revising the BIG Ground Rules. BIG members will review, comment, and approve as appropriate.

Item Two: I-Plan Revision Update

H-GAC staff will provide an update on revising the BIG Implementation Plan.

Item Three: 2023 Annual Report

H-GAC staff will review the draft 2023 Annual Report. BIG members will review, comment, and approve as appropriate.

Item Four: 2024 Annual Report Update

H-GAC staff will review acquisition of 2024 implementation data and progress on the 2024 Annual Report.

Item Five: TMDL Program Updates

TCEQ will provide an update to ongoing TMDLs within the BIG project area.

Item Six: Pathogen Indicator Workshop Discussion

The BIG will review and discuss workshop planning.

Item Seven: Implementation Projects

Partner Spotlight

City of Houston Response to Consent Decree

Dr. Joseph Majdalani, P.E.

SR. Asst. Director, Wastewater Operations, Houston Water

Daniel Oefner, P.E.

Asst. Director, Wastewater Operations, Houston Water

H-GAC Projects

Ms. Jessie Casillas – will provide a review the Green Infrastructure Project.

Mr. Cornell Evans – will provide a review of watershed protection plan development and implementation within the BIG project area.

Ms. Rachel Windham – will provide an update on the WISE Awards.

Item Eight: Other Business/Roundtable

As time permits, H-GAC, BIG members, and stakeholders are encouraged to discuss implementation activities, related projects, and announcements.

Next Meeting Date

Tuesday, June 3, 2025

Adjourn

BIG Meeting Hybrid Meeting instructions: *(You must Register for the meeting to participate.)*

In-Person and Virtual: Please register in advance for this meeting:

Register at [Bacteria Implementation Group Meeting Materials | Houston-Galveston Area Council \(H-GAC\)](#)

BIG Roster: 06/11/2024

First	Last	Representing	Organization	Alternate1	Alternate 2
Chris	Baecke	Urban County	Harris County Pollution Control Services	Nuguent Cotton	
Lauren	Boggs	Urban County	Harris County	Jeff Lu	
Ralph	Calvino	Business / Industry	Terracon	Libby Decker	Paola Belloni
Jesuina	Chipindula	Large City	City of Houston	Lam Tran	
Tom	Douglas	Conservation	Houston Sierra Club	Jim Williams	
Colleen	Gilbert	Conservation	Greens Bayou Coalition	Robert Fiederlein	
Teague	Harris	Utility District	IDS Engineering		
Sam	Hill	Agriculture	Texas Forest Service	Julia Schmidt	
Andrew	Isbell	Rural County	Walker County		
Lisa	Montemayor	Large City	City of Houston	Forrest Hartmann	
Michael	Lee	Resource Agency / Academia	US Geological Survey	Zulimar Lucena	Jonathan D. Mills
Paul	Nelson	Conservation	Bayou Preservation Association	Rose Sobel	Brittani Flowers
Scott	Nichols	Rural County	Montgomery County	Frank Green	Reuben Martinez
Becky	Olive	Business / Industry	AECOM	Karen Kottke	
Mitchell	Page	Utility District	Schwartz, Page, & Harding, LLP		
Linda	Pechacek	Public	Citizen, Civil Engineer	Tom Douglas	
Sonia	Phillips	Small City	City of League City	Jody Hooks	
Jim	Robertson	Conservation	Cypress Creek Flood Control Coalition	Steve Hupp	
Christine	Santiny	Small City	City of Conroe	Greg Hall	
Jamie	Shakar	Large City	City of Houston	Desta Takie	
Linda	Shead	Conservation	Texas Coastal Partners	Carl Masterson	
Brian	Shmaefsky	Resource Agency / Academia	Lone Star College, Kingwood		
Shane	Simpson	Business / Industry	San Jacinto River Authority	Aaron Schindewolf	
Robert	Snoza	Urban County	Harris County Flood Control District	Avery Lewis**	
Liz	Stone	Business / Industry	Quiddity Engineering	Camila Biaggi	Scott Saenger
Michael	Thornhill	Utility District	SI Environmental	Matt Carpenter	
Scott	Tuma	Business / Industry (Boating)	Boater		
Joanna	Wilson	Business / Industry	Gulf Coast Authority	Shaun Austin	
Natasha	Zarnstorff	Conservation	Galveston Bay Foundation	Haile Leija	
Vacant		Conservation			
Vacant		Agriculture			
Vacant		Agriculture (County)			
Vacant		Rural Small City			
**Apon approval of the BIG					

Line 33 Working on AgriLife Extension - Montgomery County

Line 35 Working on the City of Cleveland

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**SPRING MEETING
Summary**

**Tuesday, June 11, 2024
1:00 pm to 3:00 pm
In-person and Virtual ZOOM Meeting**

Members Present¹

Chris Baecke, Ralph Calvino, Tom Douglas, Colleen Gilbert, Paul Nelson, Linda Pechacek, Sonia Phillips, Christine Santiny, Linda Shead, Liz Stone, Michael Thornhill, Natasha Zarnstorff

Daniel Cioce was represented by Jeff Lu
Carol LaBreche was represented by Lisa Montemayor
Michael Lee was represented by Zulimar Lucena
Becky Olive was represented by Karen Kottke
Jim Robertson was represented by Steve Hupp
Robert Snoza was represented by Roberto Vega

Members Absent

Teague Harris, Andrew Isbell, Michael Lee, Scott Nichols, Becky Olive, Mitchell Page, Jim Robertson, Jamie Shakar, Brian Shmaefsky, Shane Simpson, Robert Snoza, Scott Tuma, Jo Wilson

Guests Present

Mark Adams, Camila Biaggi, Rodger Brookes, Lauren Boggs, Darla Branch, Sasha Buchheit, Jesuina Chipindula, Eric Combs, Wyatt Eason, Robert Fiederlein, Forrest Hartmann, Megan Hays, Sam Hill, Conner Houghton, Steve Hupp, Jonathan Holley, Brian Koch, Karen Kottke, Z. Gao Lee, Jeff Lu, Nguyen Ly, Zulimar Lucena, Jenna Mark, Lisa Marshall, Jessica Mayorga, Daniela Mejia, Lisa Montemayor, Grant Moss, Bob Naeger, Ramiro Ochoa, Nicole Reed, Lisa Scobel, Darryl Tate, Roberto Vega, Emma Wallace, Kyle Wright, Munshi Yazdan

¹ BIG attendance attached.

H-GAC Staff

Jessica Casillas, Jacob Eckhardt, Bill Ervin, Cornell Evans, Kendall Guidroz, Steven Johnston, Todd Running, Daniel Yoo

Call to Order/Welcome/Introductions

Mr. Steven Johnston of H-GAC welcomed all in attendance.

Mr. Johnston reviewed the agenda with members of the BIG. He asked if there were any changes or additions to the Agenda by BIG members. Hearing no requests for changes and no call for discussion, the meeting proceeded.

Certification of Quorum

Mr. Johnston called roll. After a brief delay in certification, the number of BIG members and alternates in attendance sufficed and a quorum was certified.

Approval of the Proposed Members & Alternates

The BIG was asked to consider the following changes to the roster:

- New members proposed were as follows:
 - Lauren Boggs, Harris County (Urban County)
 - Jesuina Chipindula, City of Houston (Large City)
 - Sam Hill, Texas Forest Service (Agriculture/Silviculture)
 - Lisa Montemayor, City of Houston (Large City)
- New alternates proposed were as follows:
 - Robert Fiederlein, Greens Bayou Coalition (Conservation)
 - Haile Leija, Galveston Bay Foundation (Conservation)
 - Forrest Hartmann, City of Houston (Large City)

All changes to member and alternate nominees were approved unanimously by the members present.

Approval of the December 5, 2023, Meeting Summary

The BIG was asked to consider the December meeting summary. The BIG discussed minor edits to the summary. The December 5, 2023 meeting summary was approved.

Public Comment

No public comments were made.

Item One: Review BIG Ground Rules Revision

A draft of revisions to the BIG ground rules were provided to the BIG. Mr. Johnston reviewed the reason for the revisions. The revisions were a result of the Coordination and Policy work groups review of memberships and the BIG makeup. Members felt that the current ground rules were not clear on the groups makeup and the rules that allow for the addition or subtraction of member organizations. Mr. Johnston walked the group through the revisions. He noted that the

expectation was not for the BIG to approve the changes, but rather to initiate review. The BIG would take up approval at the next meeting.

Item Two: I-Plan Update

Mr. Johnston provided an update on I-Plan revision. He noted that staff are working on piecing the edits provided by members of the BIG work groups into on document that includes redlines of the edits. Over the summer, the editorial ad hoc work group would meet to review the edits and finalize the document.

Item Three: 2023 Annual Report

Mr. Johnston reviewed the draft 2023 Annual Report. The document was provided to the BIG. He stated that the document was nearly completed but that there were still a few submissions need by members. Once completed the document would be emailed to the group for final review and acceptance. The document would either be approved by a virtual meeting or at the Fall BIG meeting. Members suggested that they would be interested in a future review of the City of Houston’s wastewater consent decree in the next annual report.

Item Four: 2024 Draft Annual Report

Mr. Johnston reviewed progress in gathering implementation data for the 2024 report. He noted that H-GAC, while acquired, was still analyzing the discharge monitoring, sanitary sewer overflow, Harris County Pollution Control inspection, and OSSF data. He mentioned that there was still a need to identify implementation success stories and other related information. Current potential stories include targeted monitoring efforts and a green infrastructure efficacy study.

Item Five: TMDL Updates

Ms. Nicole Reed, TCEQ TMDL Program, provided the update. She stated that the Winters Bayou (AU 1003A_01) TMDL and the Jarbo Bayou (AU 2425B_02) TMDL were included as addenda with the TCEQ’s Water Quality Management Plan. The plan was submitted to the EPA for approval.

Ms. Reed also noted that there will be a new project collecting new water quality data within the Tarkington and Luce Bayou watersheds. The project is in response to a new contact recreation 303(d) listing for Tarkington Bayou.

Item Six: Pathogen Indicator Workshop

Mr. Johnston provided an update on the plans for a pathogen indicator workshop. He noted that the meeting packet included names of potential speakers provided by BIG members. He, with H-GAC staff and BIG members, is pulling together the workshop, likely in November 2024.

Item Seven: Implementation Project Presentations

Three presentations were given to the BIG.

Partners Spotlight: Quiddity

Mr. Gao Lee of Quiddity provided a presentation titled – “Park Land Multi-Use Guidebook – Transforming City Parks to Incorporate Stormwater Mitigation Strategies.” The City of Houston owns and operates approximately 400 parks that range in size from 0.01 acres to 5,000 acres. With an abundance of green parks space throughout the city, local leaders are looking

for creative ideas to incorporate stormwater detention strategies that could maximize the social and environmental benefits of Houston parks while increasing the City's resilience to future weather events. The City of Houston Public Works, along with Quiddity, prepared a guidebook to document creative ideas, design guidelines and important considerations on how to incorporate stormwater management and potential mitigation strategies into its parks and open spaces while enhancing park amenities and recreation. Currently COH is working on implementing the strategies from the guidebook in various existing Houston neighborhood parks, this presentation discussed the guidebook, in general, and present the challenges\experience learned from one of their on-going project's – Cambridge Park Drainage Improvements.

H-GAC Staff Presentations

OSSF Implementation

Mr. Bill Ervin reviewed the OSSF Homeowners Assistance Program with the BIG. The program includes outreach and education to residents, authorized agents, real estate professions, and inspectors. In addition, the program implements on the ground improvements, through pump-outs, repairs, and replacements, of failing OSSFs. H-GAC receives funding through a supplemental environmental project (SEP) through the TCEQ and a similar SEP with Harris County. H-GAC also receives funding through public and private grants. To receive the funds, homeowners typically must meet certain requirements, including residency and income.

Watershed Protection Plans (WPP)

Mr. Cornell Evans reported on the status of watershed protection plan (WPP) development and implementation within the BIG project area. He noted that the Clear Creek WPP was complete through the public comment period and has been handed off to the TCEQ for final review and eventual submittal to the EPA. The draft East Fork of the San Jacinto River WPP has completed the public review and comment and was submitted to the TCEQ. Mr. Evans said that H-GAC, through TCEQ Non-Point Source 319 funding, is implementing the Lake Creek/San Jacinto River, Spring Creek, and Cypress Creek WPPs. Staff is currently working with stakeholders to implement management strategies within each WPP. Mr. Evans said H-GAC is completing a QAPP and will begin work on the Greens Bayou WPP. He wrapped up noting that H-GAC is working on a contract for a new 319 funded watershed protection project on Brays and Sims Bayou.

Item Eight: Other Business/Roundtable

H-GAC provided a slide on upcoming meetings and workshops. Mr. Johnston encouraged attendees to add to the list of upcoming events.

Next Meeting Date

Tuesday, October 29, 2024

Bacteria Implementation Group Ground Rules

The following are Ground Rules for the Bacteria Implementation Group (hereafter referred to as the BIG) agreed to and signed by the members of the BIG in an effort to execute the Implementation Plan for Seventy-Two Total Maximum Daily Loads in the Houston-Galveston Region (I-Plan).

The signatories to these Ground Rules agree as follows:

GOALS

The goal of the BIG is assisting to reduce bacteria levels in the region's impaired waterways, making them meet water quality standards and become suitable for their current, designated uses. The BIG will accomplish this goal by coordinating, implementing, assessing, and revising the I-Plan. This I-Plan addresses bacteria loading in waterways for which TMDLs are being done or are completed.

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POWERS

The BIG is the decision-making body for the I-Plan.

The BIG is an independent group of watershed stakeholders and individuals with an interest in restoring bacteria levels to a level safe for contact recreation.

The BIG provides the method for public participation in the planning and implementation process and is instrumental in obtaining local support for actions aimed at restoring surface water quality in the region.

TIME FRAME

Full implementation of the I-Plan may take decades after its initial approval by TCEQ in January 2013. The BIG may continue to function throughout this period as a recommendation of the I-Plan.

BIG MEMBERSHIP SELECTION

The BIG is composed of stakeholders from the Houston-Galveston region. Initial solicitation of members for equitable geographic and topical representation was conducted through a call to all stakeholders for nominations in 2008.

Stakeholders are defined as either those who make and implement decisions, those who are affected by the decisions made, or those who have the ability to assist with implementation of the decisions.

The BIG reserves the right to alter its composition to reflect changing needs identified during implementation of the I-Plan. The BIG will deliberate on any change in makeup to ensure consistency with the nomination process that was first initiated in 2008. Any composition change requires consensus approval by the BIG members or their designated alternates at a regularly scheduled meeting, provided a quorum is present at the meeting.

MEMBERSHIP

Members include both individuals and representatives of organizations and agencies. A variety of members serve on the BIG to reflect the diversity of interests within the region and to incorporate the viewpoints of those who will be affected by the I-Plan. To effectively function as a decision-making body, the membership shall achieve geographic and topical representation. If the BIG feels a constituent organization or individual(s) group is not represented fully or at all, it will have the ability to

add members. New members will be asked to sign-on to the I-Plan to demonstrate the commitment to actively implement the I-Plan.

CURRENT BIG COMPOSITION

<u>Representing</u>	<u>Number Organizations/ Individuals</u>
<u>Agriculture</u>	<u>2</u>
<u>Agriculture (County)</u>	<u>1</u>
<u>Business / Industry</u>	<u>5</u>
<u>Business / Industry (Boating)</u>	<u>1</u>
<u>Conservation</u>	<u>7</u>
<u>Large City</u>	<u>3</u>
<u>Public</u>	<u>1</u>
<u>Resource Agency / Academia</u>	<u>2</u>
<u>Rural County</u>	<u>2</u>
<u>Rural Small City</u>	<u>1</u>
<u>Small City</u>	<u>2</u>
<u>Urban County</u>	<u>3</u>
<u>Utility District</u>	<u>3</u>
<u>Total</u>	<u>33</u>

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ROLES AND RESPONSIBILITIES

BIG members are expected to participate fully in group deliberations. Members will identify and present insights, suggestions, and concerns from a variety of perspectives. BIG members are expected to work constructively and collaboratively with other members toward reaching consensus.

BIG members will be expected to assist with the following:

- Create and oversee workgroups;
- Analyze and summarize data;
- Determine applicable implementation activities;
- Prioritize implementation activities to achieve goals established in the I-Plan;
- Review and update the I-Plan and timetable for implementation;
- Lead the effort in implementing this plan at the local level;
- Develop a monitoring plan;
- Participate in revisions to the I-Plan if revisions are warranted; and
- Encourage other watershed stakeholders to implement activities of the I-Plan.

BIG members may submit recommendations as individuals or on behalf of their affiliated organization(s).

H-GAC will serve as the facilitator for meetings of the BIG as funding is available. In order to carry out its responsibilities, the BIG has discretion to form standing and ad hoc workgroups to carry out specific assignments from the Group. BIG members may serve on one or more workgroups and represent that workgroup at BIG meetings to bring forth information and recommendations.

WORKGROUPS

~~Topical workgroups formed by the BIG will carry out specific assignments from the Group. Workgroups shall try to recruit participants from the broader community as a means of increasing stakeholder participation.~~

~~Each workgroup will be composed of a minimum of at least one BIG member that will serve as a liaison to the BIG and additional individuals with a vested interest in that topic. There is no limit to the number of members on a workgroup. At each workgroup meeting or as appropriate, each workgroup will elect a liaison to the BIG to provide an update on the activities of the workgroup to the BIG, as necessary. The liaison will be, in order of preference, a BIG member, an alternate to a BIG member, or a representative recommended by participants.~~

~~Tasks such as research or plan drafting will be better performed by these topical workgroups. The workgroups also serve as a forum in which alternate perspectives should be sought and considered.~~

REPLACEMENTS AND ADDITIONS

The BIG may add new members to existing, open positions or alter the number of representatives if (1) a member is unable to continue serving and a vacancy is created or (2) important stakeholder interests are identified ~~that areas~~ -not represented or underrepresented by the existing membership. ~~A new member must be approved by a majority of existing members.~~ In either event, the BIG will, when practical, accept additional members. The BIG shall consider ~~workgroup~~ work group participants when filling vacancies on the BIG. New members, whether filling a vacancy, or in response to an addition of representation, requires consensus approval by the BIG members or their designated alternates at a regularly scheduled meeting, provided a quorum is present at the meeting.

ALTERNATES

Members may designate up to two alternate representatives in the event that the member is unable to attend a meeting. These alternates will be compiled in a list that is submitted to the BIG for approval. Modifications to the list of alternates will be submitted to the BIG for approval on an as-needed basis. An irregular, undesignated alternate may be designated by a member, provided the member notifies the H-GAC facilitator by e-mail or in writing prior to the close of the business day prior to a meeting.

Alternates must abide by these ground rules. An alternate will be able to vote and speak on behalf of the member, will receive the same notifications that are sent to the member, and is encouraged to attend all meetings. An alternate who is neither attending with advance notification nor on the approved list of alternates will not be able to participate in votes.

Absentees may also provide input via another ~~Committee~~ BIG member or send input via the facilitator. The facilitator will present such information to the ~~Committee, but~~ BIG but will argue neither for nor against the viewpoint on that person's behalf.

ABSENCES

All BIG members agree to make a good faith effort to attend all meetings; however, the members recognize that situations may arise necessitating the absence of a member. Absences from two semiannual meetings in a row of which the facilitator was not informed of beforehand or without designation of an alternate constitute a resignation from the BIG. H-GAC will contact each member who has an absence to remind them of the rule.

ROLES AND RESPONSIBILITIES

BIG members are expected to participate fully in group deliberations. Members will identify and present insights, suggestions, and concerns from a variety of perspectives. BIG members are expected to work constructively and collaboratively with other members toward reaching consensus.

BIG members will be expected to assist with the following:

- Create, oversee, and participate in work group(s);
- Analyze and summarize data;
- Determine applicable implementation activities;
- Prioritize implementation activities to achieve goals established in the I-Plan;
- Review and update the I-Plan and timetable for implementation;
- Lead the effort in implementing this plan at the local level;
- Develop a monitoring plan;
- Participate in revisions to the I-Plan if revisions are warranted; and
- Encourage other watershed stakeholders to implement activities of the I-Plan.

BIG members may submit recommendations as individuals or on behalf of their affiliated organization(s).

H-GAC will serve as the facilitator for meetings of the BIG as funding is available. In order to carry out its responsibilities, the BIG has discretion to form standing and ad hoc work groups to carry out specific assignments from the BIG. BIG members may serve on one or more work groups and represent that work group at BIG meetings to bring forth information and recommendations to the BIG.

DECISIONMAKING PROCESS

The BIG will strive for consensus when making decisions and recommendations. Consensus is defined as a decision which all stakeholders are willing to accept. Consensus inherently requires compromise and negotiation, and should be inclusive, participatory, cooperative, egalitarian, and solution oriented.

If consensus cannot be achieved, the BIG will make decisions by a simple majority vote. If members develop formal recommendations to an outside entity, they will do so by two-thirds majority vote of those present, with the stipulation that minority reports may be included in any revision to the I-Plan.

From time to time, the BIG may make decisions through e-mail, web survey, or other remote means. In general, such decisions will be administrative in nature and shall be consistent with the I-Plan.

QUORUM

In order to conduct business, the BIG will have a quorum. Quorum is defined as at least 51% of the members. Designated alternates attending on behalf of members will count towards the quorum. A quorum is not necessary to hold a meeting or have discussions.

MEETINGS

All meetings (BIG meetings and work groups) are open to the public and all interested stakeholders are welcome. At BIG meetings, discussion will be primarily among BIG members (or alternates sitting in place of members). Questions or comments from the audience will be addressed at the close of each discussion ~~topic, and~~ topic and will be generally no more than five minutes. Interested stakeholders are encouraged to participate in work groups.

The BIG shall meet at least twice each year, at an annual meeting and at a mid-year update. The BIG may determine the need for additional meetings. Meetings will be scheduled to accomplish specific

milestones in the planning and revision process. Work groups will set their own meeting schedule to coordinate with BIG meetings, tasks, and milestones, and will generally meet at least once each year in preparation for the annual meeting.

Meetings will start and end on time. Meeting times will be set in an effort to accommodate the attendance of all members.

AGENDA

H-GAC staff, in consultation with all BIG members, is charged with developing the agenda. The anticipated topics are determined at the previous meeting and through correspondence. A draft agenda will be sent to the ~~group~~BIG with the notice of the meeting. Agendas will be posted on the project website. Agenda items may be suggested by members at the time that the draft agenda is provided. H-GAC staff will review the agenda at the start of each meeting and the agenda will be amended if needed and the members agree. The ~~Group~~BIG will then follow the approved agenda unless they agree to revise it.

MEETING SUMMARIES

H-GAC staff will draft meeting summaries based on meeting notes and/or audio recordings. H-GAC staff will distribute meeting summaries to the ~~committee~~BIG for their review and approval. All meeting summaries will be posted on the project website.

DISTRIBUTION OF MATERIALS

H-GAC staff will prepare and distribute the agenda and other needed items to members. Distribution will occur via email and websites, unless expressly asked to use U.S. Mail (i.e., member has no email access). To encourage equal sharing of information, materials will be made available to all. Those who wish to distribute materials to the BIG or a ~~W~~ork ~~G~~roup may ask H-GAC staff to do so on their behalf.

WORK GROUPS

Topical work groups formed by the BIG will carry out specific assignments from the BIG. Work groups shall try to recruit participants from the broader community as a means of increasing stakeholder participation.

Each work group will be composed of a minimum of at least one BIG member that will serve as a liaison to the BIG and additional individuals with a vested interest in that topic. There is no limit to the number of members on a work group. At each work group meeting or as appropriate, each work group will elect a liaison to the BIG to provide an update on the activities of the work group to the BIG, as necessary. The liaison will be, in order of preference, a BIG member, an alternate to a BIG member, or a representative recommended by participants.

Tasks such as research or plan drafting will be better performed by these topical work groups. The work groups also serve as a forum in which alternate perspectives should be sought and considered.

SHARING OF/RELEASE OF INFORMATION

All members agree to openly exchange relevant information that is readily available to them. If a member believes he or she cannot or should not release relevant information, the member will provide the substance of the information in some form (such as aggregating data, deleting non-relevant confidential information, providing summaries, or furnishing information to the facilitator for limited or restricted use or to abstract) or a general description of it and the reason for not providing it directly.

Members will provide information as much in advance of the meeting at which it is to be discussed as is reasonably possible. Information and data provided to the BIG are a matter of public record.

The BIG does not have authority to protect confidential business information (CBI). When information required for BIG deliberations can only be derived from CBI (i.e. innovative technology, cost, or pricing information), the information may only be received by the BIG in aggregate form so as to protect specific CBI from release.

No member is expected to share advance information on its plans or strategy for filing or defending against litigation over TMDL issues. No member is expected to share any information that is subject to attorney/client privilege.

SPEAKING IN THE NAME OF THE BIG COMMITTEE

Individuals do not speak for the BIG as a whole unless authorized by the Group BIG to do so. Members do not speak for H-GAC and H-GAC does not speak for BIG members. If BIG spokespersons are needed, they will be selected by the Group BIG.

Additionally, Work groups and individual Work group members are not authorized to speak for the BIG.

DEVELOPMENT AND REVISION OF GROUND RULES

These ground rules may be changed by consensus provided a quorum is present.

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DRAFT

We, the undersigned, as members of the BIG, agree to these Ground Rules of the Bacteria Implementation Group.

Michael Bloom

Helen Lane

John Blount

Craig T. Maske

Marilyn Christian

Cathy McCoy

Joe Clark

Michael Mooney

Robert Collins

Jack Murphy

Carol Ellinger

Rebecca Olive

Catherine Elliot

Mitchell G. Page

Mike Garver

Raymond Pavlovich

Frank Green

Linda Pechacek

Teague Harris

Ceil Price

Bruce Heiberg

Kathy Richolson

Shannon Hicks

Jim Robertson

Jason Iken

Linda Shead

Tom Ivy

Brian Shmaefsky

Ren Kelling

Scott Jones

Michael Lee

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The BIG is an independent group of watershed stakeholders and individuals with an interest in restoring bacteria levels to a level safe for contact recreation.

The BIG provides the method for public participation in the planning and implementation process and is instrumental in obtaining local support for actions aimed at restoring surface water quality in the region.

TIME FRAME

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incorporate the viewpoints of those who will be affected by the I-Plan. To effectively function as a decision-making body, the membership shall achieve geographic and topical representation. If the BIG feels a constituent organization or individual(s) is not represented fully or at all, it will have the ability to add members. New members will be asked to sign-on to the I-Plan to demonstrate the commitment to actively implement the I-Plan.

CURRENT BIG COMPOSITION

Representing	Number Organizations/ Individuals
Agriculture	2
Agriculture (County)	1
Business / Industry	5
Business / Industry (Boating)	1
Conservation	7
Large City	3
Public	1
Resource Agency / Academia	2
Rural County	2
Rural Small City	1
Small City	2
Urban County	3
Utility District	3
Total	33

REPLACEMENTS AND ADDITIONS

The BIG may add new members to existing, open positions or alter the number of representatives if (1) a member is unable to continue serving and a vacancy is created or (2) important stakeholder interests are identified as not represented or underrepresented by the existing membership. In either event, the BIG will, when practical, accept additional members. The BIG shall consider work group participants when filling vacancies on the BIG. New members, whether filling a vacancy, or in response to an addition of representation, requires consensus approval by the BIG members or their designated alternates at a regularly scheduled meeting, provided a quorum is present at the meeting.

ALTERNATES

Members may designate up to two alternate representatives in the event that the member is unable to attend a meeting. These alternates will be compiled in a list that is submitted to the BIG for approval. Modifications to the list of alternates will be submitted to the BIG for approval on an as-needed basis. An irregular, undesignated alternate may be designated by a member, provided the member notifies the H-GAC facilitator by e-mail or in writing prior to the close of the business day prior to a meeting.

Alternates must abide by these ground rules. An alternate will be able to vote and speak on behalf of the member, will receive the same notifications that are sent to the member, and is encouraged to attend all meetings. An alternate who is neither attending with advance notification nor on the approved list of alternates will not be able to participate in votes.

Absentees may also provide input via another BIG member or send input via the facilitator. The facilitator will present such information to the BIG but will argue neither for nor against the viewpoint on that person's behalf.

ABSENCES

All BIG members agree to make a good faith effort to attend all meetings; however, the members recognize that situations may arise necessitating the absence of a member. Absences from two semiannual meetings in a row of which the facilitator was not informed of beforehand or without designation of an alternate constitute a resignation from the BIG. H-GAC will contact each member who has an absence to remind them of the rule.

ROLES AND RESPONSIBILITIES

BIG members are expected to participate fully in group deliberations. Members will identify and present insights, suggestions, and concerns from a variety of perspectives. BIG members are expected to work constructively and collaboratively with other members toward reaching consensus.

BIG members will be expected to assist with the following:

- Create, oversee, and participate in work group(s);
- Analyze and summarize data;
- Determine applicable implementation activities;
- Prioritize implementation activities to achieve goals established in the I-Plan;
- Review and update the I-Plan and timetable for implementation;
- Lead the effort in implementing this plan at the local level;
- Develop a monitoring plan;
- Participate in revisions to the I-Plan if revisions are warranted; and
- Encourage other watershed stakeholders to implement activities of the I-Plan.

BIG members may submit recommendations as individuals or on behalf of their affiliated organization(s).

H-GAC will serve as the facilitator for meetings of the BIG as funding is available. In order to carry out its responsibilities, the BIG has discretion to form standing and ad hoc work groups to carry out specific assignments from the BIG. BIG members may serve on one or more work groups and represent that work group at BIG meetings to bring forth information and recommendations to the BIG.

DECISIONMAKING PROCESS

The BIG will strive for consensus when making decisions and recommendations. Consensus is defined as a decision which all stakeholders are willing to accept. Consensus inherently requires compromise and negotiation, and should be inclusive, participatory, cooperative, egalitarian, and solution oriented.

If consensus cannot be achieved, the BIG will make decisions by a simple majority vote. If members develop formal recommendations to an outside entity, they will do so by two-thirds majority vote of those present, with the stipulation that minority reports may be included in any revision to the I-Plan.

From time to time, the BIG may make decisions through e-mail, web survey, or other remote means. In general, such decisions will be administrative in nature and shall be consistent with the I-Plan.

QUORUM

In order to conduct business, the BIG will have a quorum. Quorum is defined as at least 51% of the members. Designated alternates attending on behalf of members will count towards the quorum. A quorum is not necessary to hold a meeting or have discussions.

MEETINGS

All meetings (BIG meetings and work groups) are open to the public and all interested stakeholders are welcome. At BIG meetings, discussion will be primarily among BIG members (or alternates sitting in place of members). Questions or comments from the audience will be addressed at the close of each discussion topic and will be generally no more than five minutes. Interested stakeholders are encouraged to participate in work groups.

The BIG shall meet at least twice each year, at an annual meeting and at a mid-year update. The BIG may determine the need for additional meetings. Meetings will be scheduled to accomplish specific milestones in the planning and revision process. Work groups will set their own meeting schedule to coordinate with BIG meetings, tasks, and milestones, and will generally meet at least once each year in preparation for the annual meeting.

Meetings will start and end on time. Meeting times will be set in an effort to accommodate the attendance of all members.

AGENDA

H-GAC staff, in consultation with all BIG members, is charged with developing the agenda. The anticipated topics are determined at the previous meeting and through correspondence. A draft agenda will be sent to the BIG with the notice of the meeting. Agendas will be posted on the project website. Agenda items may be suggested by members at the time that the draft agenda is provided. H-GAC staff will review the agenda at the start of each meeting and the agenda will be amended if needed and the members agree. The BIG will then follow the approved agenda unless they agree to revise it.

MEETING SUMMARIES

H-GAC staff will draft meeting summaries based on meeting notes and/or audio recordings. H-GAC staff will distribute meeting summaries to the BIG for their review and approval. All meeting summaries will be posted on the project website.

DISTRIBUTION OF MATERIALS

H-GAC staff will prepare and distribute the agenda and other needed items to members. Distribution will occur via email and websites, unless expressly asked to use U.S. Mail (i.e., member has no email access). To encourage equal sharing of information, materials will be made available to all. Those who wish to distribute materials to the BIG or a work group may ask H-GAC staff to do so on their behalf.

WORK GROUPS

Topical work groups formed by the BIG will carry out specific assignments from the BIG. Work groups shall try to recruit participants from the broader community as a means of increasing stakeholder participation.

Each work group will be composed of a minimum of at least one BIG member that will serve as a liaison to the BIG and additional individuals with a vested interest in that topic. There is no limit to the number of members on a work group. At each work group meeting or as appropriate, each work group will elect a liaison to the BIG to provide an update on the activities of the work group to the BIG, as necessary. The liaison will be, in order of preference, a BIG member, an alternate to a BIG member, or a representative recommended by participants.

Tasks such as research or plan drafting will be better performed by these topical work groups. The work groups also serve as a forum in which alternate perspectives should be sought and considered.

SHARING OF/RELEASE OF INFORMATION

All members agree to openly exchange relevant information that is readily available to them. If a member believes he or she cannot or should not release relevant information, the member will provide the substance of the information in some form (such as aggregating data, deleting non-relevant confidential information, providing summaries, or furnishing information to the facilitator for limited or restricted use or to abstract) or a general description of it and the reason for not providing it directly.

Members will provide information as much in advance of the meeting at which it is to be discussed as is reasonably possible. Information and data provided to the BIG are a matter of public record.

The BIG does not have authority to protect confidential business information (CBI). When information required for BIG deliberations can only be derived from CBI (i.e. innovative technology, cost, or pricing information), the information may only be received by the BIG in aggregate form so as to protect specific CBI from release.

No member is expected to share advance information on its plans or strategy for filing or defending against litigation over TMDL issues. No member is expected to share any information that is subject to attorney/client privilege.

SPEAKING IN THE NAME OF THE BIG

Individuals do not speak for the BIG as a whole unless authorized by the BIG to do so. Members do not speak for H-GAC and H-GAC does not speak for BIG members. If BIG spokespersons are needed, they will be selected by the BIG.

Additionally, work groups and individual work group members are not authorized to speak for the BIG.

DEVELOPMENT AND REVISION OF GROUNDRULES

These ground rules may be changed by consensus provided a quorum is present.