

Meeting Summary Notes  
**H-GAC's Clean Rivers Program**  
**Basin Steering Committee Meeting**  
Held: Thursday, January 28, 2021 Via: ZOOM

The first of two 2021 Basin Steering Committee (BSC) meetings for the Houston-Galveston Area Council's (H-GAC's) Clean Rivers Program (CRP) was conducted on Thursday, January 28, 2021, via the ZOOM virtual meeting platform. Todd Running, the Water Resources Program Manager, conducted the meeting. Andrea Tantillo facilitated the meeting with support from Jean Wright. The meeting was called to order at 1:30 PM.

**Attendance List:** (See attached for additional details)

Sarah Bernhardt	Kim Korth	Richard Chapin	Blanca Hinojosa	Nguyen Ly
Desta Takie	Darryl Tate	Scott Tuma	Mark Vogler	Lisa Marshall
Christian Rines	Michael Shannon	Melissa Washington		Kat Lee
Gordon Pederson	Chris Baecke	Andrew Brady		Danielle Cioce
Carole Lamont	Jonathan Morris	Carolyn White		Linda Shead
Mac Martin	Jenna Wadman	Kristin Lambrecht		David Villarreal
Carrington Wright	Jay Bragg	Nancy Forster		Brian Koch
Jenny Oakley	Kyle Wright	Thom Sample		Bill Daugette

**H-GAC Staff Present:**

Todd Running, Jean Wright, Brian Sims, Rachel Windham, and Andrea Tantillo

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**Welcome**

Facilitator, Andrea Tantillo, opened the session by giving instructions on how the meeting would be conducted, how individuals could ask questions and participate in discussions, and how to sign-into the meeting. Then, Todd Running, Water Resources Group Manager, welcomed everyone to the meeting, gave a brief outline of the agenda for the meeting, and then, proceeded to conduct a roll call among those who were present in the meeting's participation window. Running said he would call on people to give their name and who they were representing. Wright followed along and kept an attendance list for the meeting to supplement the sign-in sheet everyone was asked to sign. Running asked if there were any public comments, for which, no one spoke up.

**Presentations**

Running announced he would present the Texas Commission on Environmental Quality (TCEQ) Clean Rivers Program (CRP) draft FY2022-2023 budget and scope of work first. Then, he would introduce the draft 2021 Basin Summary Report (BSR). Running reminded everyone that the draft budget and scope of work were sent out earlier so everyone would have the opportunity to preview both documents and easily follow along during the meeting. Running stated he would not go line-by-line through either document but would give an overview of each.

Running started the overview of the tasks found in the new scope of work. There are 6 tasks that apply to H-GAC's scope of work in this biennium. Referring to the budget, Running explained while the base budget had not changed since the early 2000, H-GAC did receive additional funds

in FY2020-2021 for special study projects. Currently, however, H-GAC does not expect any additional funds for the next biennium. The projects funded by the extra money in FY2020-2021 will be highlighted at the next BSC meeting.

Task 1 includes all activities related to administration of contracts, progress reports to TCEQ, invoicing and related documentation, subcontracts, and training. Task 2 covers quality assurance and activities related to producing quality data. This also requires the development of a quality assurance project plan (QAPP) which describes how quality data is collected, managed, reviewed, and approved for potential use by TCEQ. All local partners sign this document stating they will operate under its requirements. While highlighting Task 3, which is conducting water quality monitoring, Running informed the group that H-GAC had six other agencies/organizations that conduct water quality monitoring in the greater Houston region. One of the contract requirements calls for conducting an annual Coordinated Monitoring Meeting (CMM). During the CMM, staff from H-GAC, TCEQ and local partners get together to choose the monitoring sites, parameters, and frequency of collection for the next year. The new fiscal year begins in September and runs through August of the following year. We invite anybody who has an interest in monitoring or information that would help us choose locations for monitoring in the future, please let us know. Additionally, we will send out information in late February regarding the meetings being held in late March. Once again, the annual meeting will be conducted over three days via TEAMS meeting software.

Data Management is covered in Task 4. It addresses the processes whereby H-GAC and local partner water quality data is submitted to the TCEQ for future use. Task 5 addresses data analysis and reporting. This includes writing and compiling the Basin Highlights Report and the Basin Summary Report which are required on an annual rotation. Every report includes our annual “frog chart” which provides a snapshot of surface water quality in the greater Houston area. The draft 2021 Basin Summary Report will be discussed in the next presentation. Lastly, is the stakeholder participation and public outreach activities listed in Task 6. Besides this Basin Steering Committee meeting, CRP staff participate in many events and outreach activities to share data and get the public involved. From the BIG (Basin Implementation Group) to the Galveston Bay Estuary Program (GBEP), staff are involved on many levels of planning, implementing, and outreach. The popular Texas Stream Team program (a volunteer monitoring program) also falls under Task 6.

The TCEQ contract also has a Task 7 option, but H-GAC does not expect to have any special studies during the FY2022-2023 biennium. Running was wrapping up the scope of work discussion when Linda Shead asked about the next Basin Steering Committee (BSC) meeting date listed on the agenda. She said it conflicts with a previously set BIG meeting already on her calendar for that day. It is also scheduled for the afternoon. Running thanked Shead for pointing out the conflict. He assured her that CRP would investigate and move the BSC meeting date as needed. A new meeting notice would be sent, as necessary.

Running then moved onto the draft budget. He explained H-GAC gets an allocation from TCEQ every biennium in the amount of \$1,931,230 which translates into \$965,615 per year. If you look at our personnel in salary, it is set at \$720,000 which covers all or part of 25 staff members. This equates to approximately six full-time employees. However, by paying part of many salaries, H-GAC can cover all related expenses associated with field staff, quality assurance staff, data analysis staff, administrative staff, GIS personnel, public outreach staff, and other support staff such as accounting, finance, and auditing. Some of these folks have very small roles and others are larger, but all are still important roles during the course of the biennium.

Our in-house budget includes our fringe benefits - \$343,008 - which is 47.64% of our personal and salary category.

Our 'travel' budget of \$18,160 was a little harder to predict. COVID has forced us to minimize travel to 'in-person' meetings and outreach events but to increase the cost of monitoring due to having to use two vehicles for personnel safety. 'Supplies' include anything expendable such as office supplies or standard solutions for calibrating field monitoring equipment. What we do not have in this budget is money for new 'equipment.' This category includes items of greater than \$5,000 in value. H-GAC does not foresee having to purchase any sondes, flow meters or lab equipment. The 'contract' category for \$402,500 covers the cost of our monitoring contracts with the Houston Health Department, the Environmental Institute of Houston at UHCL, and Texas Research Institute for Environmental Studies at SHSU, and Eastex Environmental Lab. The 'Other' category includes \$303,734 for a variety of things such as legal service, building rent, postage & delivery, printing, expendable equipment, repair of some equipment, software & database contracts & licenses, subscriptions, memberships, legal notices, etc. While you can determine our direct costs, our indirect is set at 12.17% or \$129,368. Running showed the contact information for himself and Jean Wright, QAO/Monitoring Coordinator so people could ask questions after this meeting.

Running explained that as technology has advance, so too has H-GAC made a significant effort to bring better technology into our reporting process. From a one-inch thick, ledger sized, coffee table book back in the early 2000's to interactive, web-based report platforms, the 2021 Basin Summary Report will be created using ESRI's 'story map' software. Running was making this presentation today because we will be sending you a draft of the report before the next meeting and we want your input. We want as many people as possible to review the content as well as test the ease of moving through the lay-out of the report. The report's draft text is due to TCEQ in February and a final draft, which includes the completed story map application, is due in May. Running proceeded to click through the sections of the new report format demonstrating each of the features and illustrating how to move through the online report. From the introduction to the current status of water quality conditions, to specific information on basins and segments, to the newest water quality analysis, future recommendations, and overall summary, all report components can still be found in this interactive report. In conclusion, please watch for the e-mail announcement providing the report link. The final report must be submitted by June 15<sup>th</sup> and published on H-GAC's web site but June 30<sup>th</sup>.

As a new member to the committee, Bill Daugette asked about the planning area for the report. Does the report address flooding or areas towards the east near the Trinity River? Running answered that the report does not address flooding specifically, but it may be reported in a general context. Running explained that CRP is charged with collecting unbiased ambient water quality data. Special events, such as flood water testing, is not part of the CRP responsibilities. With CRP sampling, a schedule is planned for each month or quarter in advance, then those samples are collected on those planned days regardless of the weather conditions unless it is dangerous to do so. Daugette was directed to the Trinity River Authority for his answers about the Trinity River flooding.

### **Other Business and Announcements**

Running wrapped up the meeting by reminding people of the CMM dates set for March 29<sup>th</sup> through March 31<sup>st</sup>. The next Basin Steering Committee meeting date will be check and moved as needed and a new meeting announcement sent out. Running announced that updates and results from the special studies will be presented at the next meeting. Special studies include a

monitoring efficiency report and a targeted monitoring project looking for sources of bacteria pollution. He also invited everyone to the public meetings for the Cypress Creek Watershed Protection Plan, stakeholder meetings of the BIG, the newest Watershed Protection Plan about to begin in the Clear Creek watershed, Total Maximum Daily Load (TMDL) stakeholder meetings in Basin 11 and 13, and the Spring Creek stakeholder meeting.

**Adjourn**

The meeting was adjourned at 1:50 PM.

**Basin Steering Committee Meeting  
January 28, 2021**

Response	Present	Prefix	LastName	Contact	Title	Organization	Department
Registered	✓	Dr.	Bernhardt	Sarah Bernhardt	Executive Director	Bayou Preservation Association, Inc.	
	✓	Ms.	Korth	Kim Korth		Bayou Preservation Association, Inc.	
	✓	Mr.	Chapin	Richard Chapin		City of Houston	Houston Public Works/MS4
Registered	✓	Ms.	Hinojosa	Blanca Hinojosa	Environmental Investigator	City of Houston	Houston Health Department
Registered	✓	Mr.	Ly	Nguyen Ly	Environmental Investigator V	City of Houston	Houston Health Department
	✓	Mr.	Takie	Desta Takie	Environmental Investigator	City of Houston	Houston Drinking Water
	✓	Mr.	Tate	Darryl Tate	Environmental Investigator	City of Houston	Houston Health Department
Registered	✓	Mr.	Tuma	Scott Tuma	Project Manager	City of League City	
	✓	Mr.	Vogler	Mark Vogler		Ft. Bend County	Drainage District
Registered	✓	Ms.	Marshall	Lisa Marshall	Program Director	Galveston Bay Estuary Program	
Registered	✓	Ms.	Rines	Christian Rines	Water & Sediment Quality Coordinator	Galveston Bay Estuary Program	
Registered	✓	Mr.	Shannon	Michael Shannon	County Engineer	Galveston County	
	✓	Ms.	Washington	Melissa Washington		General Land Office	
Registered	✓	Ms.	Lee	Kat Lee	Environmental Coordinator	Grimes County	Headwaters of Lake Creek and tributaries of Lake & Spring Creeks
Registered	✓		Pederson	Gordon Pederson	Manager General Operations	Gulf Coast Authority	Administration
	✓	Mr.	Baecke	Chris Baecke	Environmental Investigator	Harris County	Pollution Control
Registered	✓	Mr.	Brady	Andrew Brady	Deputy Director	Harris County	Pollution Control Services Department
Registered	✓	Ms.	Cioce	Danielle Cioce	Special Projects Technician, Watershed Protection Group	Harris County	Public Infrastructure Department Representative
Registered	✓	Ms.	Lamont	Carole J. Lamont	Community Aide, Commissioner's Office	Harris County	Commissioner Precinct 3 Representative
Registered	✓	Mr.	Morris	Jonathan Morris	Auditor	H-GAC	
Registered	✓	Mr.	Running	Todd Running	Water Resources Program Manager - Speaker	H-GAC	C&E Water Resources
Registered	✓	Mr.	Sims	Brian Sims	Sr. Planner	H-GAC	C&E Water Resources
Registered	✓	Ms.	Tantillo	Andrea Tantillo	Meeting Facilitator	H-GAC	C&E Water Resources

**Basin Steering Committee Meeting  
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	✓	Ms.	Windham	Rachel Windham	Sr. Planner	H-GAC	C&E Water Resources
Registered	✓	Ms.	Wright	Jean Wright	Sr. Planner	H-GAC	C&E Water Resources
Registered	✓	Ms.	White	Carolyn White	Conservation Manager	Memorial Park Conservancy	
Registered	✓	Ms.	Shead	Linda R. Shead	Chief Executive Officer	Shead Conservation Solutions	
Registered	✓	Mr.	Martin	Mac Martin	Water Resources Forrester	Texas A&M Forest Service	
Registered	✓	Ms.	Wadman	Jenna Wadman	TCEQ Project Manager	Texas Commission on Environmental Quality	Clean Rivers Program
Registered	✓	Ms.	Lambrech	Kristin Lambrecht	Lead Field Representative	Texas Department of Agriculture	
Registered	✓		Villarreal	David Villarreal	Environmental Specialist	Texas Department of Agriculture	
Registered	✓	Mr.	Wright	Carrington Wright	Environmental Specialist	Texas Department of Transportation	TxDOT - Houston
Registered	✓	Mr.	Bragg	Jay Bragg	Associate Director/Water Programs Coordinator	Texas Farm Bureau	Commodity & Regulatory Activities
	✓	Ms.	Forster	Nancy Forster		Texas Railroad Commission	
Registered	✓	Mr.	Koch	Brian Koch	Regional Watershed Coordinator	Texas State Soil & Water Conservation Board	Wharton Regional Office
	✓	Ms.	Oakley	Jenny Oakley		UHCL-Environmental Institute	
Registered	✓	Mr.	Wright	J. Kyle Wright	State Water Quality Specialist	US Department of Agriculture	Natural Resources Conservation Service
Registered	✓	Mr.	Sample	Thomas L. Sample	Hydrologist, Gulf Coast Program Office	US Geological Survey	Texas Water Science Center
Registered	✓	Hon.	Daugette	Bill Daugette	Commissioner of Precinct 3	Walker County	Headwaters of WFSJR, Lake Conroe, Caney Ck, Peach Ck, Winters Bayou, EFSJR, plus smaller tribs

## TASK 1: PROJECT ADMINISTRATION

**Objective:** To manage all administrative functions required to support the Clean Rivers Program (CRP) contract, including:

- informative and timely Progress Reports;
- participation in conference calls;
- participation at CRP meetings;
- timely and accurate reimbursement forms with adequate documentation;
- efficient cost control to ensure expenses are allowable and applicable;
- responsibility for procurement and oversight of subcontractors;
- participation in fiscal monitoring reviews;
- timely and accurate deliverables that meet the intent of the FY2022-2023 CRP Guidance;
- adherence to TCEQ contract provisions;
- detailed and reasonable Work Plan development;
- financial reporting and budget monitoring; and
- training to ensure personnel are properly prepared to conduct work.

### Task Description:

The Performing Party's project and finance staff will work with TCEQ's CRP Project Manager to meet all TCEQ administrative requirements for this contract. The Principal Financial Analyst for the Performing Party's Community and Environmental Planning Department will assist with the tracking and documentation requirements for this contract in coordination with TCEQ's CRP contract monitoring staff. The Performing Party will handle all subcontract administration and fiscal monitoring under this task. Equipment purchases will be reported under this task. All equipment purchases and controlled assets will be updated in the Equipment Inventory Spreadsheet.

The Performing Party will complete the following subtasks:

**Progress Reports** - Progress Reports will contain a level of detail sufficient to document the activities which occurred during the appropriate quarter and provide detailed supporting documentation and justification for reimbursement requests. Progress Reports will contain a general description of activities, a detailed tracking of deliverables, and the amount of water quality monitoring which occurred during the quarter. The Progress Report will be in the format provided in Exhibit 1D of the FY2022-2023 CRP Guidance.

**Reimbursement Requests** - A Financial Status Report, Supplemental Forms, and a current Personnel Eligibility List (PEL) will be submitted along with appropriate additional documentation (e.g. subcontractor invoices) on a quarterly basis. An updated Equipment Inventory List will be submitted with the Reimbursement request when changes occur during the quarter. Budget Revision Requests will be made in advance of making changes to the budget.

**Contractor and Subcontractor Evaluations** - An annual self-evaluation and evaluations of subcontractors will be submitted at the end of each fiscal year.

**Procurement Procedures Documentation** - Documentation of the procurement process used to solicit, evaluate, pay, and oversee subcontractors, as specified in the FY2022-2023 CRP Guidance, will be developed. This documentation will be maintained in-house and will be made available for review by TCEQ staff upon request. For each subcontract made in association with this Contract, the Performing Party will provide a memo describing the procurement method used and a summary of

the work to be performed to the TCEQ CRP Project Manager. In addition, a Procurement System Certification will be submitted with the supporting documentation required with the FY2022-2023 Work Plan, in accordance with the FY2022-2023 CRP Guidance.

**Conference Calls** - The Performing Party will participate in all scheduled conference calls unless other arrangements are made with the TCEQ Project Manager.

**Conferences and Training Events or Other Events-** The Performing Party will participate in meetings and training events as scheduled by CRP. Staff, as appropriate, will continue to attend the following approved conferences and advisory groups related to CRP priorities and objectives. All other non-CRP conferences and training events need to be pre-approved by TCEQ prior to incurring costs associated with such events.

- periodic Texas Water Conservation Association meetings and technical conferences,
- the biennial State of the Bay (Galveston Bay) Symposium,
- the National Water Quality Monitoring Conference,
- Texas Water Monitoring Council,
- the Watershed Coordination Steering Committee,
- the North Houston Association Environmental Committee,
- the Harris County Flood Control Task Force,
- the Bayou Preservation Association,
- the Greater Houston Partnership Water Quality Subcommittee,
- the Texas Stream Team Advisory Council,
- the quarterly Galveston Bay Estuary Program (GBEP) Monitoring and Research Subcommittee,
- the quarterly GBEP Water and Sediment Quality Subcommittee, and
- the quarterly GBEP Public Outreach Subcommittee, and
- the Galveston Bay Council.

**Documentation for Desk Review or On-Site Visit** - Detailed supporting documentation, in addition to the quarterly reimbursement documentation, will be made available upon request. The additional supporting documentation will include those items outlined in Exhibit 1B of the FY2022-2023 CRP Guidance. In the case of an on-site visit, the appropriate Performing Party personnel will be available during the visit.

**FY2024-2025 Work Plan and Supporting Documentation** - The Work Plan and supporting documentation will be prepared and submitted as specified in the FY2024-2025 CRP Guidance. Supporting documentation will include (as applicable): budget by category, budget by task, PEL, fringe rate methodology, indirect rate methodology, allocated costs documentation, equipment purchase request list, equipment inventory, a list of sub-contracted tasks, a list of known training events/conferences, and a signed Procurement System Certification. The Work Plan will include the tasks and deliverables outlined in the FY2024-2025 Guidance and will be negotiated with TCEQ CRP Project Manager. A list of all deliverables in due date order will be submitted with the final Work Plan.

**Cybersecurity training** - Performing Party will ensure that each of their Representatives who work under this Contract and has access to a TCEQ computer system or database successfully completes required cybersecurity training no more than seven (7) calendar days after the Representative is given access to the training. Performing Party will ensure that its representatives do not misuse TCEQ Computer Systems or Databases, including allowing multiple individuals to utilize a single individual's TCEQ network user account.

Deliverables and Due Dates:



**September 1, 2021 through August 31, 2022**

- A. Progress Reports - December 15, 2021; March 15 and June 15, 2022
- B. Annual Self-Evaluation and, if applicable, Subcontractor Evaluations - August 31, 2022
- C. Procurement Procedures Documentation Memo - within 30 days after the subcontract is executed
- D. Additional Supporting Documentation for Desk Review or Site Visit - upon request
- E. Performing Party will submit names of Representatives regarding cybersecurity training and computer access at times specified below to the TCEQ Contract Manager.
  - Within seven (7) calendar days after the effective date of the Contract, Performing Party will provide a list of persons requiring training and thereafter provide an updated list the first workday of any additional person who becomes subject to the training requirements. If any representative has successfully completed DIR-certified training in the past, Performing Party will indicate that that person has completed the training, indicate the date the training was completed and provide evidence of successful completion of the certified training. TCEQ will make the determination if that person needs retraining.
  - Within two (2) business days after a representative successfully completes training, Performing Party will provide evidence of the successful completion of the training to the TCEQ Contract Manager.
  - Performing Party will notify the TCEQ Contract Manager within two (2) business days when a person with access to a TCEQ Computer System or Database no longer needs access to such Computer System or Database.

**September 1, 2022 through August 31, 2023**

- A. Progress Reports - September 15 and December 15, 2022; March 15, June 15, and August 31, 2023
- B. Proposed FY2024 - 2025 Work Plan and Supporting Documentation - December 15, 2022
- C. Final FY2024 - 2025 Work Plan and Supporting Documentation - February 1, 2023
- D. Annual Self Evaluation and, if applicable, Subcontractor Evaluations - August 31, 2023
- E. Procurement Procedures Documentation Memo - within 30 days after the subcontract is executed
- F. Additional Supporting Documentation for Desk Review or Site Visit - upon request

## TASK 2: QUALITY ASSURANCE

**Objective:** To conduct data collection activities in accordance with an integrated system of quality management activities involving planning, assessment, implementation, training, and quality improvement. This task addresses objectives and processes for:

- Quality Assurance Project Plan (QAPP) development and implementation;
- laboratory quality assurance;
- data review, verification, and validation;
- oversight of project(s); and
- special studies project planning.

### Task Description:

All work funded by this contract that involves the acquisition of environmental data generated from direct measurement activities, collected from other sources, or compiled from computerized databases and information systems will be planned in consultation with TCEQ and documented in a fully approved TCEQ QAPP before data collection can be implemented.

The Planning Agency will complete the following subtasks described below:

**Regional Monitoring Workgroup** — The Performing Party will coordinate the Regional Monitoring Workgroup (RMW). The workgroup serves as the point of contact for the Performing Party to provide Quality Assurance (QA) materials and QA training to local agencies and subcontractors. The RMW is described in greater detail in Task 3 and RMW activities will be summarized in the quarterly progress report detailed in Task 1.

**Water Quality Monitoring Training for Local Agencies** — The Performing Party will arrange training sessions for local field personnel and sub-contractors as necessary. The TCEQ Surface Water Quality Monitoring (SWQM) staff, the H-GAC staff, local agency staff or vendors will conduct training sessions. Training may cover sampling techniques for field parameters, bacteria, dissolved metals, and biological monitoring or the use of new field equipment (e.g., multi-probe meters or flow meters). All training sessions will be coordinated with the TCEQ Project Manager and will be summarized in the quarterly progress report.

**NELAP Accreditation** — Laboratory data will be produced by laboratories (and subcontract laboratories) whose quality assurance program is consistent with the NELAC Institute (TNI) standards. As per TCEQ requirements, all laboratories submitting data to CRP must be National Environmental Laboratory Accreditation Program (NELAP) certified. The Performing Party will reimburse the required TCEQ annual accreditation fees, as well as semi-annual verification checks (Proficiency Test samples) from a TCEQ-accredited third-party vendor, for the Houston Health Department Laboratory, Houston Drinking Water Operations Laboratory, and Harris County Pollution Control Services Laboratory to maintain NELAP accreditation status. A summary of these fees and charges will be included in the quarterly progress report.

**Multi-Basin QAPP** — Performing Party staff will develop a Multi-Basin QAPP with input from the RMW. The Multi-Basin QAPP will be submitted to the TCEQ in the TCEQ-approved shell format. Only those sites covered by the QAPP and parameters satisfying the requirements of Texas Water Code (TWC) Chapter 5, Subchapter R (TWC §5.801 et seq) and Title 30 Texas Administrative Code (TAC) Chapter 25, Subchapters A and B will be included in the document. The Performing Party will address all TCEQ comments and submit the revised QAPP to the TCEQ within 30 days after receiving comments from the

TCEQ.

The Performing Party will secure written documentation (signature in the QAPP or Adherence Letter) from participants under the QAPP stating their awareness of and commitment to adhere to the requirements contained in the QAPP and any appendices and amendments. This documentation will be maintained as part of the Performing Party's quality assurance records. Copies of all Adherence Letters must be forwarded to the TCEQ no later than 45 days following TCEQ's approval of the QAPP, but prior to the monitoring event. (Note: Adherence Letters are not required for entities who sign the QAPP). The Performing Party will distribute the QAPP to all participants (including the laboratory). Documentation of distribution and acknowledgement of receipt will be maintained by the Performing Party and be available for review during a TCEQ monitoring systems audit.

Sections of the Multi-Basin QAPP will be posted to the Performing Party's CRP webpage. These sections include the monitoring program or project objectives, measurement performance specifications (i.e., Table A7 of the QAPP), appendices, and the monitoring schedule and maps of sampling sites. In lieu of the monitoring schedule and maps, a link to the coordinated monitoring schedule (CMS) website may be provided, with a disclaimer that states the CMS includes stations monitored by other entities.

**QAPP Amendment to Appendix B** - The monitoring schedule in Appendix B of the Multi-Basin QAPP will be updated for the second year of the contract biennium after the annual coordinated monitoring meeting. This special type of QAPP amendment will be submitted using the TCEQ- approved shell format. Only the sites covered by the Performing Party's QAPP will be included in Appendix B of the QAPP.

**Planning for Special Studies or Permit Support Monitoring** - In consultation with TCEQ staff, and in consideration of the elements of the QAPP, special studies and monitoring projects to support permits will be systematically planned. The Performing Party Project Manager will coordinate with TCEQ to establish the planning team, schedule the meeting (90 days prior to the planned sampling date), distribute meeting materials in advance of the meeting, facilitate the meeting, and prepare meeting minutes. The Performing Party will submit planning materials for the meeting to all participants no later than one week prior to the meeting. Meeting materials will include, as appropriate, a problem definition, as currently understood, a description of the budget, personnel and schedule issues, maps, information on past or on-going studies, historical water quality data, Integrated Report findings, wastewater discharge information, known or expected sources of contamination, existing monitoring sites, land use information, etc. Planning meeting summary notes will be provided to participants within two weeks of the meeting. The information developed during the planning meeting will be incorporated into a QAPP appendix.

**QAPP Appendices** - Special studies and permit support monitoring projects that have different objectives than those described in the Multi-Basin QAPP will be incorporated into the QAPP as appendices after they are thoroughly planned in consultation with TCEQ. The QAPP appendices will be written in the TCEQ prescribed format and reference sections of the Basin-wide QAPP as appropriate, and otherwise address information unique to the project. Unique aspects of special projects include the problem definition, the task description, measurement performance specifications, sample design rationale, sampling methods requirements, etc. QAPP appendices will be sent to TCEQ through the TCEQ CRP Project Manager. QAPP appendices for Special Studies or Permit Support Monitoring will be submitted to TCEQ no later than 30 days after the planning meeting using the TCEQ-approved shell format. The Performing Party will address TCEQ comments, modify the document, and submit the final QAPP appendix to the TCEQ CRP Project Manager within 30 days of receipt of TCEQ comments.

**QAPP Amendments and Revisions to Appendices** - Changes in parameters, sampling or analytical procedures, project organization, and other items of an existing project necessitates an amendment to the QAPP and/or Revisions to Appendices. Amendments and Revisions to Appendices will be submitted electronically to the TCEQ CRP Project Manager on an "as needed" basis in the TCEQ-approved shell format for agency review. Upon approval, QAPP Amendments and Revisions to Appendices will be distributed to all personnel on the distribution list maintained by the Performing Party. Documentation of distribution and acknowledgement of receipt will be maintained by the Performing Party and be available for review during a TCEQ monitoring systems audit.

**Project Oversight** - The Performing Party will participate in monitoring systems audits and laboratory inspections by TCEQ.

The Performing Party will conduct on-site assessments of sub-participants (including contractors and in-kind participants) who conduct field monitoring under the Multi-Basin QAPP. Monitoring systems audits will be performed once during the contract cycle in the case of on-going projects, or once during a project's lifetime in the case of short-lived special studies, or as otherwise specified in the Multi-Basin QAPP. In the event a new sub-participant begins collecting data for CRP, a Readiness Review will be conducted on the new sub-participant's monitoring program before the first CRP samples are collected by the sub-participant and accepted by Performing Party.

Following the on-site assessment, the Performing Party will provide the audited organization with an audit report within 30 days. If no findings are made, the report will make this clear. Findings made during the audit will be documented in the audit report. Audit reports will contain references to written specifications, as defined in the QAPP or in a standard operating procedure (SOP). The audited organization will be asked to respond in writing to the report within 30 days. A copy of the audit report and the response will be submitted as a deliverable to the TCEQ CRP Project Manager with the Progress Report no later than the quarter following the one in which the audit was conducted.

**Corrective Action Reports** - Issues that may affect data quality and availability will be tracked, addressed, and reported to TCEQ using the definitions and corrective action strategy laid out in the FY2022-2023 CRP Guidance. The Performing Party must address deviations associated with sampling activities, chain-of-custody, analytical method requirements, quality control, and data management.

Deliverables and Due Dates:

**September 1, 2021 through August 31, 2022**

- A. Multi-Basin QAPP Receipt Acknowledgement and Adherence Letters (if applicable) - October 15, 2021
- B. Specified sections of the Multi-Basin QAPP posted to the web page - October 31, 2021
- C. Draft QAPP Appendix B Amendment for FY2023 monitoring - June 1, 2022
- D. Final QAPP Appendix B Amendment for FY2023 monitoring - August 1, 2022
- E. Planning meetings for Special Studies or Permit Support Monitoring (if applicable) - 90 days prior to the planned sampling date
- F. Planning meeting summary notes for Special Studies or Permit Support Monitoring (if applicable) - no later than two weeks after the planning meeting
- G. Draft QAPP Appendices for Special Studies or Permit Support Monitoring (if applicable) - no later than 30 days after the planning meeting
- H. Final QAPP Appendices for Special Studies or Permit Support Monitoring (if applicable) - no

later than 30 days after the receipt of TCEQ comments

- I. QAPP Amendments and Revisions to Appendices (if applicable) - as needed
- J. QAPP Appendix and Amendment Receipt Acknowledgement and Adherence Letters (if applicable) - no later than 45 days after TCEQ approval of the QAPP, but prior to the monitoring event
- K. Participate in TCEQ monitoring systems audit(s) and response to comments (if applicable) - date planned in consultation with TCEQ
- L. Conduct on-site oversight assessment of sub-participants, once during each project or once during contract cycle (if applicable) - to be scheduled
- M. On-site project oversight report and response (if applicable) - with the Progress Report no later than the quarter following the one in which the audit was conducted
- N. Corrective action status report (if applicable) - with Progress Report

### **September 1, 2022 through August 31, 2023**

- A. Draft FY2024-2025 Multi-Basin QAPP - June 1, 2023
- B. Final FY2024-2025 Multi-Basin QAPP - August 1, 2023
- C. Planning meetings for Special Studies or Permit Support Monitoring (if applicable) - 90 days prior to the planned sampling date
- D. Planning meeting summary notes for Special Studies or Permit Support Monitoring (if applicable) - no later than two weeks after the planning meeting
- E. Draft QAPP Appendices for Special Studies or Permit Support Monitoring (if applicable) - no later than 30 days after the planning meeting
- F. Final QAPP Appendices for Special Studies or Permit Support Monitoring (if applicable) - no later than 30 days after the receipt of TCEQ comments
- G. QAPP Amendments and Revisions to Appendices (if applicable) - as needed
- H. QAPP Appendix and Amendment Receipt Acknowledgement and Adherence Letters (if applicable) - no later than 45 days after TCEQ approval of the QAPP, but prior to the monitoring event
- I. Participate in TCEQ monitoring systems audit(s) and response to comments (if applicable) - date planned in consultation with TCEQ
- J. Conduct on-site oversight assessment of sub-participants, once during each project or once during contract cycle (if applicable) - August 1, 2022
- K. On-site project oversight report and response (if applicable) - August 31, 2022
- L. Corrective action status report (if applicable) - with Progress Report

### **TASK 3: WATER QUALITY MONITORING**

**Objectives:** Water quality monitoring will focus on the characterization of a variety of locations and conditions. This will include a combination of the following:

- planning and coordinating Multi-Basin monitoring;
- routine, regularly-scheduled monitoring to collect long-term information and support statewide assessment of water quality;
- systematic, regularly-scheduled short-term monitoring to screen water bodies for issues.
- permit support monitoring to provide information for setting permit effluent limits; and
- special study, intensive monitoring targeted to:
  - identify sources and causes of pollution;
  - assess priority water quality issues;
  - obtain background water quality information;
  - provide information for setting site-specific permit effluent limits; and
  - evaluate statewide, regional, and site-specific water quality standards.

#### **Task Description:**

The Performing Party will coordinate and develop water quality monitoring strategies through the Regional Monitoring Workgroup (RMW). The RMW will meet during three of four quarters to discuss monitoring needs, problems, successes and changes. The third quarter meeting is conducted as the Coordinated Monitoring Meeting (see below). The RMW is composed of H-GAC CRP staff and representatives from local participating agencies, currently including Harris County Pollution Control, Environmental Institute of Houston, City of Houston-Health Department, City of Houston-Drinking Water Operations, Texas Research Institute for Environmental Studies, and the San Jacinto River Authority as well as H-GAC's contract lab and TCEQ Region 12. Meeting notices will be sent to TCEQ, United States Geological Survey (USGS), Texas Parks and Wildlife, Texas Department of Health, GBEP, local universities, and other interested parties to invite input on monitoring discussions and strategies. Each agency/organization will be asked to send representatives from their field investigation staff and laboratory staff. The RMW will discuss CRP monitoring tasks and deliverables, basin monitoring priorities, training, and upcoming projects. This workgroup is designed to function as the mechanism through which data management needs and priorities are discussed. The Performing Party will include meeting summaries in the corresponding quarterly Progress Report.

RMW meeting results will be presented to the CRP Steering Committee for review and concurrence with various basin interests. This review process will be used to assess the current monitoring plan and adjust regional monitoring strategies as needed.

To avoid duplication of monitoring efforts, the Performing Party will continue to coordinate monitoring efforts with other area data providers. The Performing Party also will continue to arrange regional training opportunities and workshops which support cooperative monitoring efforts (e.g., field methods, biological data collection, and habitat assessment).

The Performing Party will complete the following subtasks:

#### **Monitoring Description -**

In FY2022, the Performing Party will collect quarterly samples at a minimum 20 water quality monitoring sites throughout the Performing Party's service area. Sampling efforts will include basic field parameters, flow, conventional chemical parameters, and bacteria. Most sites are located in the upper portions of watersheds or watersheds that fall outside the jurisdiction of local partner agencies.

In addition to the Performing Party's ambient monitoring program, six local agencies are involved in this multi-basin monitoring effort. The Performing Party subcontracts with several entities to conduct monitoring and coordinates with others as in-kind contributors. The six participating agencies typically monitor a combined total of over 300 monitoring sites in the region. Each of the agencies' monitoring activities will be coordinated through the RMW. The coordination reduces monitoring duplication and allows all local agencies to see the data collection efforts of and data availability from other local agencies. Routine monitoring is scheduled at varying frequencies, which are determined by the parameters of concern for individual streams and/or proximity to a monitoring agency's field office and lab. Frequencies vary from quarterly for some parameters to monthly in highly impacted urban areas. Baseline monitoring will include the collection of field parameters at all sites and the collection of bacteria, flow, and conventional chemical parameters at sites where indicated. Additional details concerning the monitoring activities conducted by partner agencies are outlined in the Performing Party's Multi-Basin QAPP.

In FY2023, area partners and the Performing Party are expected to monitor at a similar level of effort as in FY2022. The actual number of sites, location, frequency, and parameters collected for FY2023 will be based on priorities identified at the CRP Steering Committee and Coordinated Monitoring meetings and included in the amended Appendix B schedule of the Performing Party's Multi-Basin QAPP.

All monitoring will be completed in accordance with the H-GAC Multi-Basin QAPP, the TCEQ Surface Water Quality Monitoring Procedures, Volume 1: Physical and Chemical Monitoring Methods (RG-415) and the TCEQ Surface Water Quality Monitoring Procedures, Volume 2: Methods for Collecting and Analyzing Biological Assemblage and Habitat Data (RG-416). The Performing Party will include summaries of monitoring activities in the corresponding quarterly Progress Report.

Special studies are developed, as needed, based on local stakeholder input and the results of TCEQ or the Performing Party assessments.

**24-Hour Dissolved Oxygen Monitoring** — There are priority sub-segments with dissolved oxygen impairments or concerns in the Performing Party's monitoring area. More data collection is needed to determine or verify impairment. The Performing Party and/or subparticipants will conduct 24-hour dissolved oxygen monitoring at a minimum of two stations, four times per year, throughout the two-year contract period. The sites will be determined once budget is approved and site locations are coordinated and prioritized with TCEQ. The Performing Party will also include summaries of monitoring events in the corresponding quarterly Progress Report.

**Permit Support Monitoring** — During FY2022 and/or FY2023, the Performing Party may conduct monitoring activities to support TCEQ's Water Quality Division by collecting field parameters and discharge measurements at selected waterbodies identified by TCEQ. The sites will be determined once budget is approved and site locations are coordinated and prioritized with TCEQ. The Performing Party will include summaries of any activities in the corresponding quarterly Progress Report.

**Coordinated Monitoring Meeting** - The Performing Party will hold an annual coordinated monitoring meeting as described in the FY2022-2023 CRP Guidance in lieu of the spring RMW meeting. Qualified monitoring organizations will be invited to attend the working meeting in which monitoring needs and purposes will be discussed segment by segment and station by station. Information from participants and stakeholders will be used to select stations and parameters that will enhance overall water quality monitoring coverage, eliminate duplication of effort, and address basin priorities. A summary of the changes to the monitoring schedule will be provided to the

participants within two weeks of the meeting. Changes to the monitoring schedule will be entered into the statewide Coordinated Monitoring Schedule (<http://cms.lcra.org>) and communicated to meeting attendees. Changes to monitoring schedules that occur during the year will be entered into the Coordinated Monitoring Schedule and communicated to meeting attendees. All requirements related to meetings will be followed and required meetings will be conducted in-person or via TCEQ approved virtual format.

**Progress Report** - Each Progress Report will include all types of monitoring and indicate the number of sampling events and the types of monitoring conducted in the quarter.

**Site Characterizations** — Review of local monitoring data indicates there are many sites throughout the region where elevated levels of bacteria or low levels of dissolved oxygen are chronic conditions. Local entities have expressed interest in determining why these chronic conditions exist. Beginning with some of the most problematic sites, the Performing Party and other CRP partners may conduct 'site specific' characterizations at future locations if data analysis determines a need. Habitat information, field verification of land cover, and identification of potential sources of pollution will be collected. Additional monitoring will be collected from these small sub-watersheds as needed to supply data to support TCEQ's assessment process. Data collected during these intensive surveys may be submitted to TCEQ. The Performing Party will also include summaries of any activities in the corresponding quarterly Progress Report.

A short report of approximately one to five pages in length along with photographs will be submitted following completion of each characterization assessment. The reports will be submitted to the TCEQ to assist with determining the appropriate water quality strategies to be pursued. An appendix to the Multi-Basin QAPP will be developed to provide the details of these special studies.

Deliverables and Dues Dates:

**September 1, 2021 through August 31, 2022**

- A. Conduct water quality monitoring, summarize activities, and submit with Progress Report - December 15, 2021; March 15 and June 15, 2022
- B. Coordinated Monitoring Meeting - between March 15 and April 30, 2022
- C. Coordinated Monitoring Meeting Summary of Changes - within 2 weeks of the meeting
- D. Email notification that Coordinated Monitoring Schedule updates are complete - May 31, 2022
- E. Site Characterization Reports (if applicable) — coordinate due date(s) with TCEQ CRP Project Manager

**September 1, 2022 through August 31, 2023**

- A. Conduct water quality monitoring, summarize activities, and submit with Progress Report - September 15 and December 15, 2022; March 15 and June 15 and August 31, 2023
- B. Coordinated Monitoring Meeting - between March 15 and April 30, 2023
- C. Coordinated Monitoring Meeting Summary of Changes - within 2 weeks of the meeting
- D. Email notification that Coordinated Monitoring Schedule updates are complete - May 31, 2023
- E. Site Characterization Reports (if applicable) — coordinate due date(s) with TCEQ CRP Project Manager



## **TASK 4: DATA MANAGEMENT**

**Objectives:** To manage a quality-assured water quality monitoring database and submit data to TCEQ in the required format for inclusion in the Surface Water Quality Monitoring Information System (SWQMIS) database.

**Task Description:** Surface water quality monitoring data files, including biological, special studies, and targeted monitoring data, as applicable, will be transferred to TCEQ in the correct format using the TCEQ file structure. Binary Large Object (BLOB) files will be provided with biological data as outlined in the FY 2022-2023 CRP Guidance.

The Performing Party will complete the following subtasks:

The Performing Party will review each data set using the Data Review Checklist and the SWQMIS Data Loader. A Data Summary (including information on data completeness) and the SWQMIS Validator Report will be submitted with each data set. The Data Summary will contain basic identifying information about the data set, information regarding inconsistencies and errors identified during data verification and validation steps, and/or problems with data collection efforts.

The Performing Party will provide a summary of the status of data submittal progress in the second year of the biennium. The progress report will document the extent to which data collected through November 30, 2022 have been submitted to TCEQ. The report should summarize the status of data submittals for all data providers described in the Performing Party's Multi-basin QAPP.

Data correction requests and station location requests will be submitted via SWQMIS, as needed.

Water quality data approved by TCEQ will be posted on the Performing Party's Web page at least two times per year, or a link may be provided to the TCEQ Surface Water Quality Web Reporting Tool at <https://www80.tceq.texas.gov/SwqmisPublic/index.htm>.

The Performing Party will continue to upgrade GIS data management and analysis capabilities, specifically the incorporation of analysis of water quality information, land cover characteristics, site characterization information, and other factors that affect water quality for each watershed into digital form for use with existing spatial data. All of this information will be available for use in the Water Resources Information Map (WRIM) tool, which will be updated on a regular basis.

Deliverables and Due Dates:

### **September 1, 2021 through August 31, 2022**

- A. Surface water quality monitoring data files, SWQMIS Validator Report, and Data Summary - December 1, 2021; March 1 and August 1, 2022
- B. Surface water quality monitoring data updates to web page or link to TCEQ's water quality data - February 1 and August 1, 2022
- C. Summarize upgrades to GIS data management and analysis capabilities and submit with quarterly Progress Report — December 15, 2021; March 15 and June 15, 2022
- D. BLOB files (if applicable) - coordinate due date(s) with TCEQ CRP ProjectManager

### **September 1, 2022 through August 31, 2023**

- A. Surface water quality monitoring data files SWQMIS Validator Report, and Data Summary - December 1, 2022; March 1 and August 1, 2023
- B. Surface water quality monitoring data updates posted to web page, or link to TCEQ's water quality data - February 1 and August 1, 2023

- C. Summarize upgrades to GIS data management and analysis capabilities and submit with quarterly Progress Report- September 15 and December 15, 2022; March 15, June 15, and August 31, 2023
- D. BLOB files (if applicable)- coordinate due date(s) with TCEQ CRP Project Manager
- E. Data submittal progress report - March 1, 2023

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## TASK 5: DATA ANALYSIS AND REPORTING

**Objectives:** Conduct data analysis and develop reports that provide information to describe water quality and identify priority water quality issues for further investigation or action.

This work will:

- correlate watershed characteristics with water quality conditions;
- highlight areas where water quality appears to be improving or declining;
- support and/or validate the findings of the Texas Integrated Report of Surface Water Quality;
- support planning of monitoring efforts;
- identify areas where nonpoint source management efforts may be applied; and
- provide information for stakeholders to discuss at Steering Committee meetings.

### Task Description:

The Performing Party will complete a Basin Highlights Report (Program Update) in FY2022 and Basin Highlights Report (Watershed Characterization) in FY2023.

The Planning Agency will complete the following subtasks described below:

**Basin Highlights Report** - The Performing Party may vary the content of the Basin Highlights Report to reduce repetition of information that does not change on an annual basis. The Basin Highlights Report will follow one of the versions described below as detailed in the FY2022-2023 CRP Guidance.

#### *Program Update*

- an update on major basin activities, changes and events
- an update of basin water quality monitoring activities
- an update on the top water quality concerns and issues in the basin
- a summary of findings from special studies
- maps showing the location of sampling sites and major water quality issues
- an update on public outreach and educational activities
- links to additional resources

#### *Watershed Characterization*

- descriptions of segments with the areas of impairment or interest described
- stream / reservoir hydrology
- impairment/area of interest description
- land use and natural characteristics
- potential causes of each impairment
- potential stakeholders
- recommendations for improving water quality
- maps including water bodies and relevant spatial conditions
- ongoing projects
- images of water bodies and watershed areas being characterized
- major watershed events (present and future)

Electronic copies of the draft report and five copies of the final report will be provided to TCEQ. TCEQ will provide comments on the draft report and final approval will rest with TCEQ. The reports will be made available to Steering Committee Members and all basin stakeholders and will be posted on the Performing Party's web page.

Deliverables and Due Dates:

**September 1, 2021 through August 31, 2022**

- A. Draft Basin Highlights Report (Program Update) - February 15, 2022
- B. Final Basin Highlights Report (Program Update) - May 15, 2022
- C. Post Report to web page - June 30, 2022

**September 1, 2022 through August 31, 2023**

- A. Draft Basin Highlights Report (Watershed Characterization) - February 15, 2023
- B. Final Basin Highlights Report (Watershed Characterization) - May 15, 2023
- C. Post Report to web page - June 30, 2023

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## **TASK 6: STAKEHOLDER PARTICIPATION AND PUBLIC OUTREACH**

**Objectives:** Enhance and support participation of stakeholders in the development of water quality objectives and priorities for the basin, and CRP as a whole. Engage in education and outreach activities to enhance stakeholder knowledge and involvement.

The Steering Committee serves as the focus of public input and assists with:

- creation of specific, achievable water quality objectives and basin priorities;
- review and development of work plans and allocation of resources;
- review, development and approval of major reports;
- establishment of monitoring priorities and development of monitoring plans; and
- identification of priority problem areas and possible actions to address these problems and pollutant sources.

Stakeholders should be engaged through outreach and education activities that support the CRP goals. This can be accomplished by:

- providing several forums for citizens to contribute their ideas and concerns;
- participating in outreach and education activities to increase public awareness about water quality issues in the basin;
- communicating information on water quality issues so that priorities may be set considering local, regional, state, and federal needs; and
- providing opportunities for volunteer citizen monitoring of basin water bodies.

### **Task Description:**

To ensure a comprehensive watershed evaluation, the Performing Party will provide opportunities for the participation of stakeholders and other interested parties in development of water quality objectives and priorities for the area and CRP as a whole. Stakeholder involvement will be accomplished through both the CRP Steering Committee process and other public participation, outreach, and education activities per the FY2022-2023 CRP Guidance.

The Planning Agency will complete the following subtasks described below:

**Steering Committee and Meetings** - To sufficiently address the different interests, concerns and priorities of each watershed, the Performing Party will work to ensure that its Steering Committee includes stakeholder volunteers from across the basin that represent the groups identified in the FY2022-2023 CRP Guidance. If specified groups are not represented, efforts will be made to recruit representatives before the next scheduled meeting. To engage new members and increase participation, the Performing Party will take every opportunity to promote the CRP and involvement in the Steering Committee.

To meet the goals and coordination requirements of the FY2022-2023 CRP Guidance, the Performing Party will conduct at least one CRP Steering Committee meeting during the late winter or spring month(s) of the first contract year and two meetings during the late winter or spring of the second contract year. Additional sub-committees or other public meetings may also be convened to help complete the requirements. All requirements related to meetings will be followed and required public meetings will be conducted in-person or via TCEQ-approved virtual formats.

The Performing Party will contact stakeholders at least 45 days in advance of meeting date(s) to encourage participation. A questionnaire, which will be sent to all interested stakeholders, will provide a list of proposed agenda topics, request confirmation of continued

interest/participation in the Steering Committee, and request input on additional topics and potential stakeholders. Along with the priority agenda topics identified in the CRP Guidance, Steering Committee meetings will include additional topics of significant interest to stakeholders. A final meeting announcement and agenda will be made available at least 15 days prior to the meeting.

After each Steering Committee meeting, the Performing Party will ensure all stakeholder input, comments, decisions, and any other meeting decisions are addressed, where applicable. For all Steering Committee meetings, copies of meeting materials will be provided with the next Progress Report, and include: a copy of the meeting agenda, presentations, meeting minutes, and a list of attendees. Steering Committee meeting minutes will also be posted to the Performing Party's website and the posting of the meeting minutes will be documented in the Progress Report following the meeting.

### **Education and Outreach –**

To maximize outreach efforts with available funding, the Performing Party will coordinate with related programs to connect with new audiences and engage them to affect positive change on water quality.

The Performing Party may support the development of maps and materials (e.g., What Watershed Do You Live In? posters, How Can I Get Involved poster, flyers on how to access the CRP Basin Summary Reports and the CRP Basin Highlights Reports) for distribution at public outreach events. Materials proposed for development under this contract will be discussed for approval with the TCEQ Project Manager. Printed materials will include a clause acknowledging the funds were provided by CRP. Following approval by the TCEQ Project Manager, the Performing Party may also fund staff time and travel for the public outreach event, and the cost of the booth space, if applicable, and the activities will be summarized in the Progress Report.

For any public participation, outreach, or volunteer monitoring activities, a copy of the activities summary, materials produced or distributed by the Performing Party, and a list of participants will be included in the subsequent Progress Report (Task 1).

The Performing Party will provide information on current basin priorities to increase public awareness of local water quality and resource issues. To accomplish this, the Performing Party will:

- Expand the role of the public in water quality management issues by promoting CRP and the CRP Steering Committee as a forum for citizen input.
- Continue to contribute to the monthly Community & Environmental Planning Department Newsletter and H-GAC Regional Focus Newsletter.
- Staff a water quality information booth at a minimum of five local events per year (if possible, depending on local/state mandates) such as, the State of the Bay Symposium, Bay Day, World Oceans Day, Nurture Nature, Bayou Preservation Association Symposium, Fan Fest, Nature Fest, Trash Bash, Houston Dog Show, Earth Day events, Kickerillo-Mischer Preserve Event, Boy Scout Fair, and H-GAC Health Fair. (Note: Any event not listed above will require the TCEQ Project Manager's approval before attending.)
- Post information regarding meetings, brochures, and reports on the Performing Party's Web page.
- Promote the use and provide guidance for using the WRIM and "How's the Water?" phone application
- Promote Texas Stream Team monitoring program to increase stakeholder involvement.
- Maintain the Texas Stream Team Volunteer Coordinator function to support all Texas Stream Team activities in H-GAC CRP basins.

- Produce and distribute a quarterly volunteer newsletter for volunteers and other interested parties.
- Continue to fulfill its responsibilities and objectives as a Texas Stream Team Partner by working with local groups and industries to build partnerships. The Performing Party will continue to work with these partners to set annual priorities and develop a coordinated activities schedule.
- Distribute water quality monitoring kits and monitoring supplies in FY2022–2023 in support of local Texas Stream Team volunteers as needed.
- Continue to participate in the annual Texas Stream Team Meeting of the Monitors and the state-wide Partners Meeting and assist in conducting an annual regional symposium to encourage networking among area volunteers and interaction between volunteer and professional monitors.

The Performing Party will develop, maintain, update, and report on their web page as specified in the FY2022-2023 CRP Guidance. The web page will be reviewed on a quarterly basis to ensure that information and announcements remain current and relevant. The Performing Party will also include summaries of revisions to the web page in the corresponding quarterly Progress Report.

As a component of public outreach, the WRIM (located on the H-GAC CRP website) will be updated quarterly to reflect the most recent TST water quality data available. As changes and upgrades are made to the software that supports the WRIM, changes and upgrades to the WRIM itself will be required. The Performing Party will strive to make the WRIM and all associated applications as user friendly and relevant as possible to reach the broadest audience possible.

Deliverables and Due Dates:

**September 1, 2021 through August 31, 2022**

- Document that web page meets outlined requirements – December 15, 2021
- Summarize web page updates and submit with quarterly Progress Report - December 15, 2021; March 15 and June 15, 2022
- Contact Steering Committee members with questionnaire, draft agenda topics and to confirm participation – a minimum of 45 days prior to Steering Committee meeting date
- Final announcements and agenda for Steering Committee meetings – a minimum of 15 days in advance of meeting
- Steering Committee meeting - number and dates as negotiated with TCEQ Project Manager
- Steering Committee meeting materials - with Progress Report following meeting
- Steering Committee meeting minutes posted to the web page – indicate in Progress Report following meeting
- Materials from education and outreach activities included with quarterly Progress Report - December 15, 2021; March 15 and June 15, 2022
- Update WRIM with Texas Stream Team Activities and include documentation of update in quarterly progress report — December 15, 2021; March 15 and June 15, 2022

**September 1, 2022 through August 31, 2023**

- Summarize web page updates and submit with quarterly Progress Report– September 15 and December 15, 2022; March 15, June 15, and August 31, 2023
- Contact Steering Committee members with questionnaire, draft agenda topics and to confirm participation – *a minimum of 45 days prior to Steering Committee meeting date*

- C. Final announcements and agenda for Steering Committee meetings – *a minimum of 15 days in advance of meeting*
- D. Steering Committee meeting - number and dates as negotiated with CRP Project Manager
- E. Steering Committee meeting materials - *with Progress Report following meeting*
- F. Steering Committee meeting minutes posted to the web page - *indicate in Progress Report following meeting*
- G. Materials from education and outreach activities included with quarterly Progress Report - September 15 and December 15, 2022; March 15, June 15, and August 31, 2023
- H. Update WRIM with Texas Stream Team Activities and include documentation of update in quarterly progress report – September 15 and December 15, 2022; March 15, June 15, and August 31, 2023

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## Draft Budget for H-GAC's FY22-23 Clean Rivers Program

BUDGET CATEGORIES*	FY 2022 9/1/21 - 8/31/22	FY 2023 9/1/22 - 8/31/23	FY22 - FY23 TOTAL
a. Personnel/Salary	\$ 353,500.00	\$ 366,500.00	\$ 720,000.00
b. Fringe Benefits (47.64% of a.)	\$ 168,407.40	\$ 174,600.60	\$ 343,008.00
c. Travel	\$ 7,230.00	\$ 7,230.00	\$ 14,460.00
d. Supplies	\$ 9,080.00	\$ 9,080.00	\$ 18,160.00
e. Equipment	\$ -	\$ -	\$ -
f. Contractual	\$ 201,250.00	\$ 201,250.00	\$ 402,500.00
g. Other	\$ 151,864.00	\$ 151,870.00	\$ 303,734.00
<b>h. Total Direct Costs (sum a-g)</b>	<b>\$ 891,331.40</b>	<b>\$ 910,530.60</b>	<b>\$ 1,801,862.00</b>
i. Indirect costs (12.17% x {a.+b.})	\$ 63,516.13	\$ 65,851.94	\$ 129,368.00
<b>j. Total Reimbursable Costs (h+i)</b>	<b>\$ 954,847.53</b>	<b>\$ 976,382.54</b>	<b>\$ 1,931,230.00</b>

## Jean Wright

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**From:** Janhsen, Kathy <Kathy.Janhsen@h-gac.com>  
**Sent:** Friday, December 18, 2020 3:16 PM  
**To:** Running, Todd; Wright, Jean  
**Subject:** Save the Date: Basin Steering Committee Meeting - January 28 (Online)

Good Afternoon-

The [Clean Rivers Program Basin Steering Committee](#) will meet twice in 2021 -- January 28 and May 25. The first meeting will be from 1:30 to 2:30 p.m. **Thursday, January 28**, hosted online via Zoom.

This first meeting will focus on the *draft* 2021 Basin Summary Report and the *draft* FY2022-2023 Workplan and Budget.

[Registration](#) is required to receive an attendee link. For more information, contact [Todd Running](#) or [Jean Wright](#).

Thank you!

### KATHY JANHSEN

*Principal Program Coordinator*  
Houston-Galveston Area Council  
3555 Timmons Lane, Suite 120  
Houston, TX 77027  
Mailing Address: P.O. Box 22777  
Houston, TX 77227  
Direct | 713-993-2423  
h-gac.com

*"H-GAC honors, respects, and promotes the great diversity of our region while serving today and planning for tomorrow."*

## Jean Wright

---

**From:** Janhsen, Kathy <Kathy.Janhsen@h-gac.com>  
**Sent:** Monday, January 11, 2021 11:33 AM  
**To:** Running, Todd; Wright, Jean  
**Subject:** Reminder to Save the Date: Basin Steering Committee Meeting - January 28 (Online)

**Importance:** High

Good Morning-

This is a reminder regarding upcoming [Clean Rivers Program Basin Steering Committee](#) meetings. The committee will meet twice in 2021 -- January 28 and May 25. The first meeting will be from 1:30 to 2:30 p.m. **Thursday, January 28**, hosted online via Zoom.

This first meeting will focus on the *draft* 2021 Basin Summary Report and the *draft* FY2022-2023 Workplan and Budget.

[Registration](#) is required to receive an attendee link. For more information, contact [Todd Running](#) or [Jean Wright](#).

Thank you!

**KATHY JANHSEN**  
Principal Program Coordinator  
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Thank you!

**KATHY JANHSEN**

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## Jean Wright

---

**From:** Janhsen, Kathy <Kathy.Janhsen@h-gac.com>  
**Sent:** Friday, January 22, 2021 2:10 PM  
**To:** Running, Todd; Wright, Jean  
**Subject:** Reminder to Register for the Basin Steering Committee Meeting - January 28 (Online)  
**Attachments:** H-GAC FY22-23\_Draft Workplan for BSC\_01-21-2021.pdf; H-GAC FY22-23 Draft Budget\_01-21-2021.pdf; Agenda\_01-28-2021ver1.docx

**Importance:** High

Good Afternoon-

This is a reminder regarding the upcoming [Clean Rivers Program Basin Steering Committee](#) meetings. The committee will meet twice in 2021 -- on January 28 and May 25. The first meeting will be from **1:30 to 2:30 p.m. Thursday, January 28**, hosted online via Zoom.

This first meeting will focus on the *draft* 2021 Basin Summary Report and the *draft* FY2022-2023 Workplan and Budget (see attached for more details). The draft meeting agenda has also been attached for your convenience.

[Registration](#) is required to receive an attendee link. For more information, contact [Todd Running](#) or [Jean Wright](#).

Thank you!

**KATHY JANHSEN**  
Principal Program Coordinator  
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---

**From:** Janhsen, Kathy  
**Sent:** Monday, January 11, 2021 11:33 AM  
**To:** Running, Todd <todd.running@h-gac.com>; Wright, Jean <jean.wright@h-gac.com>  
**Subject:** Reminder to Save the Date: Basin Steering Committee Meeting - January 28 (Online)  
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This is a reminder regarding upcoming [Clean Rivers Program Basin Steering Committee](#) meetings. The committee will meet twice in 2021 -- January 28 and May 25. The first meeting will be from 1:30 to 2:30 p.m. **Thursday, January 28**, hosted online via Zoom.

This first meeting will focus on the *draft* 2021 Basin Summary Report and the *draft* FY2022-2023 Workplan and Budget.

[Registration](#) is required to receive an attendee link. For more information, contact [Todd Running](#) or [Jean Wright](#).

Thank you!

**KATHY JANHSEN**

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*"H-GAC honors, respects, and promotes the great diversity of our region while serving today and planning for tomorrow."*

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**From:** Janhsen, Kathy

**Sent:** Friday, December 18, 2020 3:16 PM

**To:** Running, Todd <[todd.running@h-gac.com](mailto:todd.running@h-gac.com)>; Wright, Jean <[jean.wright@h-gac.com](mailto:jean.wright@h-gac.com)>

**Subject:** Save the Date: Basin Steering Committee Meeting - January 28 (Online)

Good Afternoon-

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