

## SCOPE OF WORK

### 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 FY16-17 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 staff will work with TCEQ's CRP Project Manager and the Performing Party's Finance, Internal Audit, Office Services and Program Operations departments to meet all TCEQ administrative requirements for this Contract. The Grants Administration Specialist 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 also will handle all subcontract administration and fiscal monitoring under this Task. Equipment purchases will also be reported under this Task. All equipment purchases and controlled assets will be updated in the Equipment Inventory Spreadsheet.

The Performing Party intends to meet the CRP voluntary goal of keeping Task 1 administrative costs at, or below, ten percent (10%) of the total Contract amount. Performing Party's project staff will keep the Performing Party's CRP Steering Committee aware of project administration issues.

**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 FY16-17 CRP Guidance.

**Reimbursement Requests** - A FSR, Supplemental Forms, and a current PEL will be submitted along with appropriate additional documentation on a quarterly basis. An updated Equipment Inventory List will be submitted when changes occur during the quarter. BRRs 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 FY16-17 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 CRP Project Manager. In addition, a Procurement System Certification will be submitted with the supporting documentation required with the FY 2018-2019 (FY18-19) Work Plan.

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

**Conferences and Training Events** – The Performing Party will participate in meetings and training events as scheduled by the TCEQ CRP. All non-CRP conferences and training events need to be pre-approved by TCEQ prior to incurring costs associated with such events; staff, as appropriate, will also continue to attend appropriate pre-approved conferences and serve on advisory groups related to CRP priorities and objectives. Priority activities include the biennial Texas Water Monitoring Congress, the Annual Texas Water Conference co-sponsored by Water Environment Association of Texas (WEAT) and American Water Works Association (AWWA), the Annual EPA Region 6 Nonpoint Source and Watershed Management Conference, and periodic Texas Water Conservation Association meetings and technical conferences. Some conferences also provide opportunities for CRP outreach activities by project staff, such as the biennial State of the Bay (Galveston Bay) Symposium, ESRI Annual Geographic Information Systems (GIS) Conference, the annual North American Lake Management Society (NALMS) Conference, and the National Water Quality Monitoring Conference. Quality Assurance staff would also benefit from available National Environmental Laboratory Accreditation Conference (NELAC) and other quality systems training events as appropriate. The PERFORMING PARTY staff also currently serves on the 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 Monitoring and Research Subcommittee, and the Water and Sediment Quality Subcommittee of the Galveston Bay Estuary Program (GBEP).

**Documentation for Desk Review or On-Site Visit** - Detailed supporting documentation, in addition to the quarterly documentation, will be made available upon request. The additional supporting documentation will include those items outlined in Exhibit 1B of the FY16-17 CRP Guidance. In the case of an on-site visit, the appropriate Performing Party personnel will be available during the visit.

**FY18-19 Work Plan and Supporting Documentation** - The Work Plan and supporting documentation will be prepared and submitted as specified in the FY18-19 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, list of Tasks that will be sub-contracted, 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 FY18-19 CRP Guidance and will be negotiated with the CRP Project Manager. A list of all deliverables in due date order will be submitted with the final Work Plan.

### **Deliverables and Due Dates:**

#### **September 1, 2015 through August 31, 2016**

- A. Progress Reports - December 15, 2015; March 15 and June 15, 2016
- B. Annual Self-Evaluation and, if applicable, Subcontract Evaluations - August 31, 2016
- C. Procurement Procedures Documentation Memo- within 30 days after the subcontract is executed
- D. Additional Submission Documentation for Desk Review or Site Visit - upon request

#### **September 1, 2016 through August 31, 2017**

- A. Progress Reports - September 15 and December 15, 2016; March 15, June 15, and August 31, 2017
- B. Proposed FY18-19 Work Plan and Supporting Documentation - March 15, 2017
- C. Final FY18-19 Work Plan and Supporting Documentation – April 15, 2017
- D. Annual Self Evaluation and, if applicable, Subcontract Evaluations - August 31, 2017
- E. Procurement Procedures Documentation Memo - within 30 days after the subcontract is executed
- F. Additional Submission 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:** The Performing Party will coordinate the Regional Monitoring Workgroup (RMW), and develop and maintain the Regional QAPP.

The RMW is composed of the Performing Party's CRP staff and representatives from TCEQ Austin, TCEQ Region 12, Texas Parks and Wildlife, Texas Department of Health, Galveston Bay Estuary Program (GBEP), local universities, and six local agencies which include Harris County Pollution Control, Environmental Institute of Houston, City of Houston-Health and Human Services, City of Houston-Water Quality Control, and the San Jacinto River Authority. Each agency, routinely, shall send representatives from their field investigation staff and laboratory staff to the RMW. The RMW discusses CRP monitoring Tasks and deliverables, basin monitoring priorities, training, and upcoming projects. 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. This workgroup is also the mechanism through which data management needs and priorities are discussed.

**Training for Local Agencies** - The Performing Party's Monitoring Coordinator will arrange training sessions for local field personnel and sub-contractors as necessary. TCEQ's Surface Water Quality Monitoring (SWQM) staff, the Performing Party's 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 TCEQ's Project Manager.

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 shall be planned in consultation with TCEQ and be documented in a fully approved TCEQ QAPP before data collection can be implemented.

**NELAC Accreditation** - Laboratory data will be produced by laboratories (and subcontract laboratories) whose quality assurance program is consistent with the NELAC Institute (TNI) standards and accredited by TCEQ according to Title 30 Texas Administrative Code (TAC) Chapter 25 (relating to Environmental Testing Laboratory Accreditation and Certification) Subchapters A and B as amended, for the matrices, methods, and parameters of analysis outlined in the approved QAPP.

As per TCEQ requirements, all laboratories submitting data to CRP must be National Environmental Laboratory Accreditation Program (NELAP) certified. The Performing Party will request reimbursement for the required TCEQ annual accreditation fees, as well as, semi-annual verification checks from a TCEQ-accredited third party vendor for the Department of Health and Human Services Laboratory, Water Quality Control Laboratory, and Harris County Pollution Control Services Laboratory.

**Regional QAPP** - The Performing Party will develop a Regional QAPP with input from the RMW. The Regional QAPP will be submitted to TCEQ in the TCEQ-approved shell format. Only those sites covered by the QAPP and parameters meeting the requirements of Texas Water Code Chapter 5, Subchapter R (TWC §5.801 et seq) and Title 30 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 TCEQ within 30 days after receiving comments from 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 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 TCEQ no later than 45 days after 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 will be maintained by the Performing Party and will be available for review during a TCEQ monitoring systems audit.

Sections of the Basin-wide QAPP will be posted to the Performing Party's CRP Web page. 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 Basin-wide 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** - Special studies and monitoring projects to support permits will be systematically planned in consultation with TCEQ staff around the elements of the QAPP. The Performing Party's Project Manager will coordinate with TCEQ to establish the planning team, schedule the meeting (at least 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 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, water quality inventory results, 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. The QAPP appendix will be submitted to TCEQ (within 30 days after the planning meeting) using the TCEQ-approved shell format.

**QAPP Appendices** - Special studies and permit support monitoring projects that have different objectives than those described in the Basin-wide 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's prescribed format and reference sections of the Basin-wide QAPP as appropriate, and otherwise address information that is unique to the project. Unique aspects of special projects will 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 CRP Project Manager. TCEQ comments will be addressed and the document will be modified and resubmitted within 30 days of receipt.

**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 CRP Project Manager on an "as needed" basis in the TCEQ's shell format for agency review. QAPP Amendments and Revisions to Appendices will be distributed, upon approval, to all personnel on the distribution list maintained by the Performing Party.

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

The Performing Party will conduct monitoring system audits of sub-participants (including contractors and in-kind participants) who conduct field monitoring under their basin QAPP. An assessment will be performed once during the Contract Period in the case of on-going projects, or once during a project's lifetime in the case of short-lived special studies.

Following the on-site assessment, the Performing Party will provide the organization audited with an audit report within 30 days. If no findings are identified, then the report will state as such. If findings are identified during the audit, they will be reported 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 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 FY16-17 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, 2015 through August 31, 2016**

- A. Regional QAPP Receipt Acknowledgement and Adherence Letters (if applicable) - October 15, 2015
- B. Specified sections of the Regional QAPP posted to the Web page - October 31, 2015
- C. Draft QAPP Appendix B Amendment for FY17 monitoring - June 15, 2016
- D. Final QAPP Appendix B Amendment for FY17 monitoring – August 15, 2016
- 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) – within two weeks of the planning meeting
- G. QAPP Appendices for Special Studies or Permit Support Monitoring (if applicable) – within 30 days after the planning meeting
- H. QAPP Amendments and revisions to Appendices (if applicable) - as needed
- I. 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
- J. Participate in TCEQ monitoring systems audit and response to comments (if applicable) - date planned in consultation with TCEQ
- K. Conduct on-site oversight assessment of sub-participants, once during each project or once during Contract cycle (if applicable) – to be scheduled
- L. 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
- M. Corrective action status report (if applicable) - with Progress Report

**September 1, 2016 through August 31, 2017**

- A. Draft FY18-19 Regional QAPP - June 15, 2017
- B. Final FY18-19 Regional QAPP - August 15, 2017
- 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) - within two weeks of the planning meeting
- E. QAPP Appendices for Special Studies or Permit Support Monitoring (if applicable) – within 30 days after the planning meeting
- F. QAPP Amendments and revisions to Appendices (if applicable) - as needed
- G. 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
- H. Participate in TCEQ monitoring systems audit and response to comments (if applicable) - date planned in consultation with TCEQ
- I. Conduct on-site oversight assessment of sub-participants, once during each project or once during Contract cycle (if applicable) - August 1, 2017
- J. On-site project oversight report and response (if applicable) - August 31, 2017
- K. Corrective action status report (if applicable) - with Progress Report
- L. Draft QAPP Appendix addressing Site Characterizations (if applicable) – November 30, 2016
- M. Final QAPP Appendix addressing Site Characterizations (if applicable) – January 31, 2017

**TASK 3: WATER QUALITY MONITORING**

**Objectives:** Water quality monitoring will focus on collecting information to characterize water quality in a variety of locations and conditions. These efforts will include a combination of:

- planning and coordinating basin-wide 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 RMW. The RMW will meet every quarter to discuss monitoring needs, problems, successes and changes. The RMW meeting results will be presented to the Performing Party's 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.

The Performing Party's regional QAPP is the mechanism for bringing this existing data into the statewide water quality database. The participation of local monitoring agencies in this regional coordination effort has been largely voluntary. The Performing Party provides assistance to some participating agencies contributing data to the CRP by paying for CRP quality assurance requirements, as well as, additional parameters collected at the Performing Party's request on behalf of the CRP as negotiated with each participating agency.

During FY16-17, the Performing Party will continue to refine current monitoring efforts in the basins in partnership with local agencies participating voluntarily in the Performing Party's RMW. This core group will consider goals of the environmental and regulatory communities in the basins to help define common goals and objectives for the region. Project staff will take the RMW results and recommendations to the Performing Party's CRP Steering Committee for concurrence and to enable additional review and comment by various basin interests. The details of the monitoring for the basins will then be documented in the Performing Party's FY16-17 QAPP updates. Initial funding agreements will be in place during FY16 based on the results of the regional monitoring evaluation in FY15.

To avoid duplication of monitoring efforts, the Performing Party will continue to coordinate monitoring efforts between the RMW and the Monitoring and Research and Water and Sediment Quality Subcommittees of the Galveston Bay Estuary Program. 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).

**Monitoring Description** - All local monitoring agencies participate voluntarily in the Performing Party's monitoring program. The Performing Party provides assistance to all participating agencies contributing data to the CRP by paying for CRP quality assurance requirements, as well as, additional parameters collected at the Performing Party's request on behalf of the CRP as negotiated with each participating agency. CRP funds are used to augment their existing monitoring programs in order to further their own program objectives and have access to a much larger dataset. Special studies are developed, as needed, based on local stakeholder input and the results of TCEQ or Performing Party assessments.

In addition to the Performing Party's ambient monitoring program, five local agencies are involved in this regional monitoring effort. The Performing Party contracts with the Environmental Institute of Houston and the City of Houston Department of Health and Human Services to collect samples. Additionally, Harris County Pollution Control Services, San Jacinto River Authority, and the City of Houston Department of Water Quality Control are in-kind contributors, but they are not contractually committed. These six agencies have 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 basic 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 the basin partner agencies are outlined in the Performing Party area-wide QAPP.

In FY16, Performing Party will collect quarterly samples at 21 water quality monitoring sites throughout the Performing Party's service area. Most sites are located in the upper portions of watersheds or watersheds that fall outside the jurisdiction of local partner agencies. In FY17 area partners are expected to monitor at a similar level

of effort as in FY 2016. The actual number of sites, location, frequency, and parameters collected for FY17 will be based on priorities identified at the basin Steering Committee and Coordinated Monitoring meetings and included in the amended Appendix B schedule of the QAPP.

All monitoring procedures and methods will follow the guidelines prescribed in the Performing Party's 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)*.

**Coordinated Monitoring Meeting** - The Performing Party will hold an annual coordinated monitoring meeting as described in the FY16-17 CRP Guidance. 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 and meeting attendees within two weeks of the meeting and entered into the statewide database on the Internet (<http://cms.lcra.org>). Changes to monitoring schedules that occur during the course of the year will be entered into the statewide database on the Internet and communicated to meeting attendees.

**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.

**Special Studies** - Status reports of each special study will describe activities during the quarter. The status reports will be submitted along with the Progress Report. To help keep the public and basin stakeholders informed, the Performing Party's website will be updated in a timely manner to include key elements of Special Studies' Reports or Summaries (e.g., status reports, executive summary, maps, and data analysis).

**24 Hour Dissolved Oxygen (DO) Monitoring** - There are priority sub-segments with DO impairments or concerns in the Performing Party's region. More data collection is needed to verify impairment. The Performing Party will conduct 24 hour DO monitoring at a minimum of two stations, three times per year, throughout the Contract Period. The sites will be determined once budget is approved and site locations are coordinated and prioritized with TCEQ.

**Site Characterizations** - Review of local monitoring data indicates there are many sites throughout the region where elevated levels of bacteria or low levels of DO are chronic conditions. Local entities are interested 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 will be submitted to TCEQ.

A short report of approximately 1-5 pages in length along with photographs will be submitted following completion of each characterization assessment. The reports will be submitted to TCEQ to assist with determining the appropriate water quality strategies to be pursued. An appendix to the Regional QAPP will be developed to provide the details of these special studies.

#### **Deliverables and Dues Dates:**

##### **September 1, 2015 through August 31, 2016**

- A. Conduct water quality monitoring, summarize activities, and submit with Progress Report - December 15, 2015; March 15 and June 15, 2016
- B. Coordinated Monitoring Meeting - between March 15 and April 30, 2016
- 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, 2016
- E. Permit Support Data Report - coordinate due date(s) with TCEQ's Project Manager
- F. Special Study - status reports - December 15, 2015; March 15 and June 15, 2016

**September 1, 2016 through August 31, 2017**

- A. Conduct water quality monitoring, summarize activities, and submit with Progress Report - September 15 and December 15, 2016; March 15 and June 15 and August 31, 2017
- B. Coordinated Monitoring Meeting - between March 15 and April 30, 2017
- 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, 2017
- E. Special Study - status reports - September 15 and December 15, 2016; March 15 and June 15, 2017
- F. Special Study (including Site Characteristics) - Draft Report - coordinate due date with TCEQ's Project Manager
- G. Special Study (including Site Characteristics) - Final Report - coordinate due date with TCEQ's Project Manager

**TASK 4: DATA MANAGEMENT**

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

**Task Description:** Surface water quality monitoring data files, including biological, special studies, and targeted monitoring data, will be transferred to TCEQ in the correct format using the TCEQ's file structure.

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.

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 twice a year, or a link may be provided to the TCEQ's Surface Water Quality Web Reporting Tool at:  
<http://www80.tceq.texas.gov/SwqmisPublic/public/default.htm>.

The Performing Party will continue to improve GIS data management and analysis capabilities, including 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 is also available for use in the Water Resources Information Map (WRIM), which will be updated on a regular basis.

**Deliverables and Due Dates:****September 1, 2015 through August 31, 2016**

- A. Surface water quality monitoring data files, SWQMIS Validator Report, and Data Summary - December 1, 2015; March 1 and August 1, 2016
- B. Surface water quality monitoring data updates to Web page or link to TCEQ's water quality data – February 1 and August 1, 2016

**September 1, 2016 through August 31, 2017**

- A. Surface water quality monitoring data files SWQMIS Validator Report, and Data Summary - December 1, 2016; March 1 and August 1, 2017
- B. Surface water quality monitoring data updates posted to Web page, or link to TCEQ's water quality data - February 1 and August 1, 2017



## **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 TCEQ's Water Quality Integrated Report;
- 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 produce a Basin Summary Report in FY16 and a Basin Highlights Report in FY17. The Basin Highlights Report will follow the Program Update version described below as detailed in the FY16-17 CRP Guidance.

### **Basin Summary Report - FY16**

The Basin Summary Report will follow the outline described in the FY16-17 CRP Guidance. The report will contain a comprehensive review of water quality for the entire basin, including:

- a description of the water quality conditions and issues;
- trend analysis of water quality by station and parameter;
- maps showing watershed characteristics, sampling stations, and water quality issues;
- a discussion of the watershed characteristics and their potential influence on water quality; and
- recommendations for water quality management strategies to correct identified water quality problems and pollution sources.

A preparation meeting between the Performing Party and TCEQ's CRP staff will be arranged prior to substantial work on the report. The Performing Party will be prepared to discuss site selection for trend analysis, report content and layout, methodology for data review, and address other questions or suggestions for the report.

A pre-draft or watershed summary will be provided to TCEQ's CRP Project Manager and must be approved prior to completing the first draft. The Basin Summary Report will be presented to the Steering Committee for review and comment, and coordinated with the public and TCEQ. TCEQ will provide comments on the Draft Report and final approval will rest with TCEQ. Five copies of the Final Report will be provided to TCEQ. The reports will be made available to Steering Committee members and all basin stakeholders and on the Performing Party's web page. The final Basin Summary Report will be provided to the Texas Parks and Wildlife Department, Texas State Soil and Water Conservation Board, the governor, the lieutenant governor, and the speaker of the House of Representatives not later than the 90th day after the date the report is submitted to TCEQ.

### **Basin Highlights Report (Program Update) - FY17**

- 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

Electronic copies of the Draft Basin Highlights 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 basin stakeholders, and on the Performing Party's web page.

### **Deliverables and Due Dates:**

#### **September 1, 2015 through August 31, 2016**

- A. Preparation meeting for Basin Summary Report – by October 31, 2015
- B. Pre-Draft Watershed Summary – December 15, 2015
- C. Draft Basin Summary Report - March 15, 2016

- D. Final Basin Summary Report – May 31, 2016
- E. Post Basin Summary Report to web page - June 30, 2016

### **September 1, 2016 through August 31, 2017**

- A. Draft Basin Highlights Report - February 15, 2017
- B. Final Basin Highlights Report – May 15, 2017
- C. Post Basin Highlights Report to web page – June 30, 2017

## **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 will 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 basin and CRP as a whole. Stakeholder involvement will be accomplished through both the Steering Committee process and other public participation, outreach, and education activities following FY16-17 CRP Guidance.

**Steering Committee and Meetings** - In order to sufficiently address the different interests, concerns and priorities of each watershed, the Performing Party will work to ensure that the Steering Committee includes stakeholder volunteers from across the basin that represent the groups identified in the FY16-17 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, including use of the Performing Party's web page.

To meet the goals and coordination requirements of the FY16-17 CRP Guidance, the Performing Party will conduct at least one Steering Committee meeting during the latter half of the first Contract year and two meetings during the latter half of the second Contract year. Additional sub-committees or other public meetings may also be held to help complete the requirements. Beyond designated meetings, efforts will be made to include additional stakeholder participation to ensure the various interests of each basin and watershed are represented.

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 FY16-17 CRP Guidance, Steering Committee meetings will also include additional topics that have been identified to be of significant interest to stakeholders. A final meeting announcement and agenda will be made available at least 15 days prior to the meeting by:

- written invitations/announcements (including mail, e-mail, or fax),
- announcement placed on the Performing Party's web page,
- public posting notification and/or press releases provided to local newspapers, and
- *Community & Environmental Department Newsletter*.

After each Steering Committee meeting, the Performing Party will ensure all stakeholder input, comments, decisions, and any other meeting accomplishments reached 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. Meeting summaries/minutes will be posted to the Performing Party's web page within 30 days after the meeting.

**Education and Outreach** – The Performing Party is involved in many water quality programs throughout the region including the CRP, TMDL I-Plans, Water Quality Management Planning and Watershed Protection Planning. To maximize outreach efforts and available funding, each of those programs is closely coordinated by the Performing Party's water resources staff with a goal to reach out and connect with new audiences and engage them in some way so they can have a positive impact on water quality.

CRP may fund maps and materials (e.g., “*What Watershed Do You Live In?*”, “*How Can I Get Involved?*” handout, CRP Basin Summary Reports, CRP Basin Highlights Reports) for distribution at public outreach events. Materials proposed for funding by the CRP will be discussed for approval with TCEQ's Project Manager. Printed materials will include acknowledgement that the funds were provided by TCEQ's CRP. CRP may also fund staff time and travel for the public outreach event, and the cost of the booth space, if applicable.

For public outreach activities hosted by the Performing Party, 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.

The Performing Party will provide information necessary to balance basin priorities and 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 Steering Committee as a forum for citizen input;
- Continue to contribute to the monthly *Community & Environmental Planning Department Newsletter* and *Houston-Galveston Area Council Regional Focus Newsletter* ;
- Staff a water quality information booth at a minimum of five local events, such as, the State of the Bay Symposium, Bay Day, Fan Fest, Nature Fest, Trash Bash, Houston Dog Show, and Boy Scout Fair. \*Any event not listed above will require TCEQ's Project Manager's approval before attending;
- Post information regarding meetings, brochures, and reports on the Performing Party's web page;
- May produce and install watershed signs with prior approval from TCEQ's Project Manager;
- Promote the use and provide guidance for using the WRIM and *How's the Water?* Application (App.);
- Promote Texas Stream Team monitoring of local water bodies, rivers, and creeks;
- Consider ways to integrate volunteer environmental monitoring efforts under the Texas Stream Team Program into the regional monitoring strategy. The emphasis will be on targeting volunteer resources to fill gaps and augment agency monitoring programs. All Texas Stream Team activities funded will continue to be conducted in accordance with the state-wide Texas Stream Team QAPP;
- 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's staff 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 FY16-17 in support of local volunteers;
- Continue to participate in the annual Texas Stream Team Meeting of the Monitors and the state-wide Partners Meeting and will assist in conducting an annual regional symposium to encourage

- networking among area volunteers and interaction between volunteer and professional monitors; and
- Maintain a Texas Stream Team Volunteer Coordinator to handle all Texas Stream Team activities. The Performing Party will convene and support a Volunteer Monitoring Workgroup where representatives from the region will be asked to attend meetings at least two times per year.

The Performing Party will develop, maintain, update, and report on their web page as specified in the FY16-17 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 must also include summaries of revisions to the Web page in/with the corresponding quarterly Progress Report. Performing Party will also include a list of participants for any public participation, outreach, or volunteer monitoring activities, as well as a copy of the activities summary and any materials produced or distributed in the subsequent Progress Report.

As a component of the CRP website, the WRIM will be updated on a regular basis to reflect the most recent 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. Performing Party will ensure that the WRIM and all associated applications are user friendly and as relevant as possible to reach the broadest audience possible.

### **Deliverables and Due Dates:**

#### **September 1, 2015 through August 31, 2016**

- A. Document that Web page meets outlined requirements – December 15, 2015
- B. Summary of Web page updates - December 15, 2015; March 15 and June 15, 2016
- C. Contact Steering Committee members with questionnaire, draft agenda topics and to confirm participation – *a minimum of 45 days prior to Steering Committee meeting date*
- D. Final announcements and agenda for Steering Committee meetings – *a minimum of 15 days in advance of meeting*
- E. Steering Committee meeting - number and dates as negotiated with TCEQ's Project Manager
- F. Steering Committee meeting materials - *with Progress Report following meeting*
- G. Steering Committee meeting minutes posted to the Web page – *indicate in Progress Report following meeting*
- H. Materials from education and outreach activities - December 15, 2015; March 15 and June 15, 2016
- I. Summary from Volunteer Monitoring Work Group Meetings – *with Progress Report following the meetings*

#### **September 1, 2016 through August 31, 2017**

- A. Document that Web page meets outlined requirements – December 15, 2015
- B. Summary of Web page updates - December 15, 2015; March 15 and June 15, 2016
- C. Contact Steering Committee members with questionnaire, draft agenda topics and to confirm participation – *a minimum of 45 days prior to Steering Committee meeting date*
- D. Final announcements and agenda for Steering Committee meetings – *a minimum of 15 days in advance of meeting*
- E. Steering Committee meeting - number and dates as negotiated with CRP Project Manager
- F. Steering Committee meeting materials - *with Progress Report following meeting*
- G. Steering Committee meeting minutes posted to the Web page - *indicate in Progress Report following meeting*
- H. Materials from education and outreach activities - September 15 and December 15, 2016; March 15, June 15, and August 31, 2017
- I. Summary from Volunteer Monitoring Work Group Meetings – *with Progress Report following the meeting*