

Quarterly Project Report: March 2018

Designing for Impact: Promoting Low Impact Development Implementation
Contract No: 582-18-80339

Task Activities

No activities to report.

Project Update

Joey Kaspar (H-GAC) submitted contract revisions to Bryan Eastham, Sarah Bernhardt, and Lisa Marshall on 2/5/18. TCEQ was the review the proposed revisions and the provide feedback to H-GAC.

Status of Deliverables

TASK 1: Project Administration

- 1.1 Project Oversight:** Ongoing
- 1.2 QPRs –** Ongoing
- 1.3 Reimbursement Forms:** Ongoing
- 1.4 Contract Communication:** Completed on 11/2/18
- 1.5 Project Article:** Ongoing

Task 1 Deliverables:

- Ongoing: QPRs
- Ongoing: Reimbursement Forms
- Complete: Contract orientation meeting and meeting minutes (see attached).
- Ongoing: Project Article

TASK 2: Kick-off Meeting with Partner Municipality

- 2.1 Kick Off meeting:** Completed on October 2, 2017
- 2.2 Existing Codes and Regulation Synopsis:** Complete

Task 2 Deliverables:

- Complete: Kick-off Meeting and meeting minutes (Submitted January 2018)
- Complete: Municipal Contacts: Martin Griggs, Sr Planner mgriggs@pearlandtx.gov, (281) 652-1709
- Complete: List of current building codes and regulations from City of Pearland.
- N/A: Draft description of existing codes and regulations standardized across municipalities.
 - The City of Pearland is the only municipality to be included in this project. A list of codes and regulations have been provided by the City for this project.

TASK 3: Barrier Identification and Recommendations

- 3.1 Codes & Regulation Recommendations –** Ongoing
- 3.2 Consultant Review –** Not Complete

Task 3 Deliverables:

- Complete: Initial Draft of Findings report (Submitted January 2018)
- Ongoing: Procurement of Consultant Services (Waiting on TCEQ contract approval to proceed)
- Not Complete: Draft findings report updated per consultant review.

Contract Initiation Follow-Up Meeting

Conference Call

January 29, 2018

4:00pm-4:45pm

Call Attendees:

Stephanie Beckford

Joey Kaspar

Cheryl Mergo

Sarah Bernhardt

Brian Eastham

Lisa Marshall

Cassidy Keampf

1. Update & Purpose of Meeting

- a. Sarah requested that any invoices submitted for the project are also submitted to Bryan and Lisa as well. H-GAC agreed to the request.
- b. Joey provided a brief description of the need to discuss a change for to budget and/or scope of project: As a result of the Kick-Off Meeting with the City of Pearland, H-GAC was considering a budget revision to the contract in order to provide the City with their highest priority request (Maintenance Agreements). Maintenance agreements would require a legal consultant and result in a budget revision and possible a change of scope for the project.
- c. After the November 2, 2017 Contract Initiation meeting, it was decided that H-GAC would wait to submit a budget revision application until funding for the additional municipalities was approved. Upon learning that the additional funding was not granted, Bryan Eastham requested that H-GAC schedule a meeting to discuss potential solutions.

2. Project Update & Budget Overview

- a. A variety of budget solutions were proposed in order to accommodate the City of Pearland's request for Maintenance Agreements.
- b. Cheryl offered to remove her salary from the project to free-up funding for a legal consultant.
- c. Lisa or Sarah discussed seeking additional grant funding for the legal consultant.
- d. Both parties discussed the pros and cons of only funding the maintenance agreements versus only funding the review of the codes. No determination was made.

3. Contract Task Discussion

- a. Sarah began discussing the deliverables for tasks, and it was discovered there was misunderstanding between H-GAC staff and GBEP staff regarding the number of municipalities and tasks this contract would serve.

4. Actions

- a. Brian to email Joey a word copy of the contract.
- b. Joey to revise the tasks so that the tasks can be completed within the budget, and email to GBEP. GBEP to provide feedback on revisions, and a new meeting will be scheduled.
- c. Joey to email QPR, meeting notes, and deliverables to date to Brian.