

QUARTERLY PROGRESS REPORT 04

Date: 9/28/17

Reporting Period: 6/1/17 to 8/31/17

Project Title: Galveston Bay Estuary Program (GBEP) Comprehensive Conservation and Management Plan Revision

TCEQ Contract #: 582-17-70188

Performing Party: Houston-Galveston Area Council (H-GAC)

TCEQ Project Manager: Sarah Bernhardt

Phone #: (281) 486-1240 Email: Sarah.Bernhardt@tceq.texas.gov

H-GAC Project Manager: Kathy Janhsen

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TASK 1: PROJECT MANAGEMENT

Subtask 1.1: Project Oversight–

H-GAC will provide technical and fiscal oversight of the project to ensure Tasks and Deliverables are acceptable and completed as scheduled and within budget. Project oversight status will be provided to the TCEQ Project Manager with the Quarterly Progress Reports (QPRs)/Financial Status Reports (FSRs).

1. Status:

- Ongoing

2. Accomplishments during Reporting Period:

- QPR was submitted for third reporting period.

3. Problems or Obstacles Encountered:

- None to report.

4. Task Activities that should Occur During the Next Quarter:

- Continued technical and fiscal oversight of the project.

Subtask 1.2: QPRs -

H-GAC will prepare electronic QPRs for submission to TCEQ. QPRs will document all activities performed and costs incurred quarterly and will be submitted by the 30th of December, March, June and September. For the final quarter of the Contract period, QPRs are required to be submitted monthly, within 15 days after the close of each month, with the exception of the final QPR, which is due within 45 days after the close of the Contract.

The QPRs are to include the following:

- *status of Deliverables for each Task;*
- *brief narrative description in QPR format.*

1. Status:

- Ongoing

2. Accomplishments during Reporting Period:

- QPR for reporting period from 9/29/16 to 11/30/16 submitted on 12/15/16.
- QPR for reporting period from 12/1/16 to 2/28/17 submitted on 3/27/17.
- QPR for reporting period 3/1/17 to 5/31/17 submitted on 6/29/17.
- QPR for reporting period 6/1/17 to 8/31/17 submitted on 9/28/17.

3. Problems or Obstacles Encountered:

- None to report.

4. Task Activities that should Occur During the Next Quarter:

- QPR for next quarter will be submitted in accordance with deliverable schedule.

Subtask 1.3: FSRs –

H-GAC will submit FSRs to the TCEQ Contract Manager in accordance with the Special Terms and Conditions regarding Invoice Submittal.

1. Status:

- Ongoing

2. Accomplishments during Reporting Period:

- FSR for reporting period from 9/29/16 to 11/30/16 was submitted by 12/30/16.
- FSR for reporting period from 12/1/16 to 2/28/17 was submitted by 3/31/17.
- FSR for reporting period from 3/1/17 to 5/31/17 to be submitted by 6/30/17.
- FSR for reporting period 6/1/17 to 8/31/17 submitted on 9/29/17.

3. Problems or Obstacles Encountered:

- None to report.

4. Task Activities that should Occur During the Next Quarter:

- FSR for next reporting period to be submitted by due date.

Subtask 1.4: Contract Communication –

H-GAC will participate in a post-award orientation meeting with TCEQ within 30 days of Contract execution. Meeting minutes will be due 15 days after the meeting. H-GAC will participate in regular monthly project coordination meetings through telephone, email and/or in person with the TCEQ Project Manager regarding the status and progress of the project. H-GAC will maintain regular telephone and/or email communication with the TCEQ Project Manager regarding the status and progress of the project and on any matters that require attention between QPRs. Matters that must be communicated to the TCEQ Project Manager include, but are not limited to:

- *Notification a minimum of 14 days before H-GAC has scheduled public meetings or events, initiation of construction, or other major Task activities.*
- *Notification within 48 hours regarding events or circumstances that may require changes to the Budget, Scope of Work, or Schedule of Deliverables.*

1. Status:

- Ongoing

2. Accomplishments during Reporting Period:

- Continued ongoing communication between H-GAC and TCEQ project manager and staff.
- Multiple updates to the detailed timeline were provided to the TCEQ project manager.

3. Problems or Obstacles Encountered:

1. None to report.

4. Task Activities that should Occur During the Next Quarter:

- Continued ongoing communication between H-GAC and TCEQ project manager and staff.
- Discussion of appropriateness of contract amendment.

Subtask 1.5: Committee Meetings –

H-GAC will participate in meetings with an advisory committee comprised of the TCEQ Project Manager, the GBC chair, the TCEQ GBC representative, the EPA GBC representative and key stakeholders, as well as meetings with other stakeholder committees, as needed. H-GAC will facilitate the meetings, including drafting agendas and presentations in consultation with the TCEQ Project Manager, circulating agendas and materials prior to meetings, and sharing findings in response to any questions posed during meetings. Meeting summaries will be drafted by H-GAC and will be due 15 days after each meeting. Meeting summaries will include presentations given, and follow up to issues identified in meetings.

1. Status:

- Ongoing

2. Accomplishments during Reporting Period:

- The Technical Advisory Committee (TAC) reviewed Comprehensive Draft 1 of The Galveston Bay Plan, 2nd Edition DRAFT beginning on 6/15/17.

3. Problems or Obstacles Encountered:

- None to report.

4. Task Activities that should Occur During the Next Quarter:

- It is expected that the Technical Advisory Committee will review Comprehensive Draft 3 of The Galveston Bay Plan, 2nd Edition DRAFT next quarter.

Subtask 1.6: Project Article –

H-GAC will provide an article for the GBEP briefing papers (one-page format) upon request by the TCEQ Project Manager. The article will include a brief summary of the project and describe the activities of the past fiscal year.

1. **Status:**
 - Complete.
2. **Accomplishments during Reporting Period:**
 - Project Article completed and submitted to GBEP on 7/12/17.
3. **Problems or Obstacles Encountered:**
 - None to report.
4. **Task Activities that should Occur During the Next Quarter:**
 - None to report.

TASK 2: PUBLIC ENGAGEMENT

Subtask 2.1: Draft and Final Public Engagement Plan –

H-GAC will create a public engagement plan at the onset of the project. The public engagement plan will outline the proposed public workshops and the proposed methods of communicating details about the GBP revision with stakeholders, local governments and the community. Engagement techniques may include use of questionnaires, websites with information on project schedule, scope, progress, opportunities to participate and draft materials.

1. **Status:**
 - Complete.
2. **Accomplishments during Reporting Period:**
 - None to report.
3. **Problems or Obstacles Encountered:**
 - a. None to report.
4. **Task Activities that should Occur During the Next Quarter:**
 - None to report.

Subtask 2.2: Workshop Facilitation –

H-GAC will host public workshops designed to facilitate the GBP revision process. H-GAC responsibilities include drafting agendas and presentations in consultation with the TCEQ Project Manager, circulating agendas and materials prior to meetings, and sharing findings in response to any questions posed during meetings. Meeting summaries will be drafted by H-GAC and will be due 15 days after each meeting. Meeting summaries will include presentations given and follow up to issues identified in meetings.

1. Status:

- Ongoing

2. Accomplishments during Reporting Period:

- Final and approved meeting summary for workshop #2 and the digital questionnaires submitted was on 6/13/17.

3. Problems or Obstacles Encountered:

- None to report.

4. Task Activities that should Occur During the Next Quarter:

- Anticipated creation of workshop #3-specific approach (Full Execution Plan), and associated event materials, scheduled for the following quarter.

Subtask 2.3: Public Workshop #1 –

The objective of the first workshop is to provide an opportunity for the public to participate in a discussion regarding prioritizing GBP objectives and action plans. The specific format of the workshop will be determined in the Public Engagement Plan (Subtask 2.1). The TCEQ Project Manager will also attend and assist with the workshop.

1. Status:

- Complete.

2. Accomplishments during Reporting Period:

- None to report.

3. Problems or Obstacles Encountered:

- None to report.

4. Task Activities that should Occur During the Next Quarter:

- None.

Subtask 2.4: Public Workshop #2 –

The objective of the second workshop is to vet the prioritized framework and action plans with a focus on implementation feasibility.

1. **Status:**
 - Complete
2. **Accomplishments during Reporting Period:**
 - Final and approved meeting summary for workshop #2 and the digital questionnaires submitted on 6/13/17.
3. **Problems or Obstacles Encountered:**
 - None to report.
4. **Task Activities that should Occur During the Next Quarter:**
 - None to report.

Subtask 2.5: Public Workshop #3 –

The objective of the third workshop is to release the draft plan for public comment.

1. **Status:**
 - Not yet begun.
2. **Accomplishments during Reporting Period:**
 - a. Subtask on hold until completion of The Galveston Bay Plan, 2nd Edition DRAFT.
3. **Problems or Obstacles Encountered:**
 - None to report.
4. **Task Activities that should Occur During the Next Quarter:**
 - Anticipated creation of workshop #3-specific approach (Full Execution Plan), and associated event materials, scheduled for the following quarter.

Subtask 2.6: Public Comment Period on Draft Plan Revision –

Utilizing a user-friendly on-line format, H-GAC will solicit comments on the draft plan revisions during a public comment period of at least 30 days. H-GAC will also provide an opportunity to provide comments in a non-online format. All comments received will be documented. H-GAC will provide all draft responses to public comments to the TCEQ Project Manager for review and approval before making the responses public.

1. **Status:**
 - Ongoing
2. **Accomplishments during Reporting Period:**
 - None to report.
3. **Problems or Obstacles Encountered:**
 - None to report.
4. **Task Activities that should Occur During the Next Quarter:**
 - Public comment received prior to the release of The Galveston Bay Plan, 2nd Edition DRAFT will be compiled and marked for GBEP review.

Subtask 2.7: Plan Revision Website –

H-GAC will develop a GBP revision website. At a minimum, the website will publicize the GBP revision public planning opportunities and provide a location for downloading the final plan revision. The website will also include the Executive Summary and a crosswalk between the 1995 GBP and the new GBP revision. Drafts of website materials will be shared with the TCEQ Project Manager prior to being released to the public.

1. Status:

- a. Ongoing

2. Accomplishments during Reporting Period:

- Plan website is live and active (www.galvestonbayplan.org). The website has been updated to include the workshop #1 summary and workshop #2 summary.

3. Problems or Obstacles Encountered:

- None to report.

4. Task Activities that should Occur During the Next Quarter:

- Plan website will be updated with engagement opportunities and materials as needed.
- Update e-blast detailing project status and relevant links will be distributed to entire contact list.

TASK 3: DRAFT PLAN REVISION FRAMEWORK AND PRIORITIZATION**Subtask 3.1: Consolidate Existing Work Efforts –**

H-GAC will review and incorporate the Implementation Review and Crosswalk of the 1995 GBP CCMP and the 2009 “SAP” goals and objectives (provided by the TCEQ Project Manager) and other relevant data sources into a summary chart of existing work efforts, which will be used in the facilitation of Public Workshop #1 (Subtask 2.3).

1. Status:

- a. Ongoing

2. Accomplishments during Reporting Period:

- None to report.

3. Problems or Obstacles Encountered:

- None to report.

4. Task Activities that should Occur During the Next Quarter:

- Finalized crosswalk will result after completion of The Galveston Bay Plan, 2nd Edition DRAFT text is approved.

Subtask 3.2: Conduct Prioritization Exercise –

Utilizing a facilitated process including, but not limited to Public Workshop #1 (Subtask 2.3), H-GAC will prioritize the revised CCMP objectives and create visualizations of the resulting prioritization.

1. Status:

- Complete.

2. Accomplishments during Reporting Period:

- None to report.

3. Problems or Obstacles Encountered:

- None to report.

4. Task Activities that should Occur During the Next Quarter:

- None to report.

Subtask 3.3: Create Plan Revision Framework –

H-GAC will create a framework for the GBP update (including prioritized objectives and action plans) in coordination with GBEP staff and GBC subcommittees. The draft revision framework will be shared with the TCEQ Project Manager for review. Any edits will be addressed and the final plan revision framework will be presented at Public Workshop #2 (Subtask 2.4).

1. Status:

- Complete.

2. Accomplishments during Reporting Period:

- None to report.

3. Problems or Obstacles Encountered:

- None to report.

4. Task Activities that should Occur During the Next Quarter:

- None to report.

TASK 4: DRAFT PLAN REVISION

Subtask 4.1: Review Plan Revision Framework –

The prioritized framework and action plans will be vetted by stakeholders, local governments and the public, (Public Workshop #2) with a focus on implementation feasibility.

1. Status:

- Complete.

2. Accomplishments during Reporting Period:

- None to report.

3. Problems or Obstacles Encountered:

- None to report.

4. Task Activities that should Occur During the Next Quarter:

- None to report.

Subtask 4.2: Write Draft Plan Revision –

Stakeholder, local government and public comments (received in Public Workshops #1 and #2) will be incorporated into the draft plan revision. Per NEP CCMP Revision Guidelines, the GBP revision will include, (but not be limited to):

- *Summary table listing the prior CCMP's actions completed, revised, ongoing, and obsolete*
- *Description of how the NEP has contributed to or supported activities that helped develop new information*
- *A map of the study area*
- *Description of the NEP's program structure and membership*
- *Discussion of proposed changes in CCMP actions*
- *Monitoring approach*
- *Finance strategy*
- *Habitat/restoration strategy*
- *Public review process and summary of public comments*
- *Crosswalk table comparing the 1995 GBP with the revised GBP*

The draft plan revision will be delivered to TCEQ project manager and the advisory committee for review and comments. Comments will be addressed and the draft plan revised accordingly.

1. Status:

- Ongoing

2. Accomplishments during Reporting Period:

- a. H-GAC submitted multiple revised drafts for all technical components of The Galveston Bay Plan, 2nd Edition to GBEP during this reporting period:
 - i. Comprehensive Draft 1 submitted on 6/15/17.
 - ii. Four Technical Templates (including previously reviewed / edited technical content) submitted on 8/14/17.
 - iii. Comprehensive Draft 2 submitted on 8/23/17.

3. Problems or Obstacles Encountered:

- None to report.

4. Task Activities that should Occur During the Next Quarter:

- Anticipated completion of The Galveston Bay Plan, 2nd Edition DRAFT.

Subtask 4.3: Present Draft Plan Revision –

The draft plan revision will be coordinated with GBEP and the advisory committee and presented to the GBC for approval. The draft plan will be submitted to the TCEQ Project Manager for TCEQ management review and approval prior to the presentation of the draft plan revision to the GBC.

1. Status:

- Ongoing.

2. Accomplishments during Reporting Period:

- H-GAC submitted multiple revised drafts for all technical components of The Galveston Bay Plan, 2nd Edition to GBEP during this reporting period (see subtask 4.2 for submission schedule), and revised as needed.

3. Problems or Obstacles Encountered:

- None to report.

4. Task Activities that should Occur During the Next Quarter:

- a. Anticipated completion of The Galveston Bay Plan, 2nd Edition DRAFT and subsequent presentation to the TAC, the Galveston Bay Council (GBC) and GBC subcommittees.

Subtask 4.4: Draft Plan Revision Released for Public Comment –

The draft plan revision will incorporate any feedback or edits received from the TCEQ Project Manager and the GBC. The draft plan revision will be publicized and released for public, local government and stakeholder comment. The draft plan revision will be available in a digital format on the plan revision website, with the ability to provide online comments. It will also be available in hard-copy format. The public comment period will be open for at least 30 days (Subtask 2.6). Public Workshop #3 (Subtask 2.5) will provide an in-person format for receiving public comments.

1. Status:

- Not yet begun.

2. Accomplishments during Reporting Period:

- None to report.

3. Problems or Obstacles Encountered:

- None to report.

4. Task Activities that should Occur During the Next Quarter:

- a. Anticipated completion of The Galveston Bay Plan, 2nd Edition DRAFT and subsequent presentation to the TAC, the Galveston Bay Council (GBC) and GBC subcommittees.

TASK 5: FINAL PLAN

Subtask 5.1: Final Plan -

H-GAC will address comments on the draft plan and incorporate changes in consultation with the TCEQ Project Manager. All responses to public comments and revisions to the draft final plan revision will require the TCEQ Project Manager's approval. Upon TCEQ Project Manager approval, the GBP revision will be submitted to TCEQ and the advisory committee for approval.

1. Status:

- Not yet begun.

2. Accomplishments during Reporting Period:

- None to report.

3. Problems or Obstacles Encountered:

- None to report.

4. Task Activities that should Occur During the Next Quarter:

- None.

Subtask 5.2: Presentation to GBC for Plan Approval –

The final plan revision will be presented to the GBC for final approval. This meeting will be open to the public. The draft presentation will be submitted to the TCEQ Project Manager prior to the public presentation. Any final changes requested by the GBC will be submitted for approval to the TCEQ Project Manager, then incorporated into the final plan revision.

1. Status:

- Not yet begun.

2. Accomplishments during Reporting Period:

- None to report.

3. Problems or Obstacles Encountered:

- None to report.

4. Task Activities that should Occur During the Next Quarter:

- None.

TASK 6: FINAL REPORT

Subtask 6.1: Draft Final Report –

H-GAC will provide a Draft Final Report summarizing all project activities, findings, and the contents of all previous Deliverables, referencing and/or attaching them as web links or appendices. This comprehensive report will provide analysis of all Activities and Deliverables under this Scope of Work. The Draft Final Report should be structured per the following outline:

Title;
Table of Contents;
Executive Summary;
Introduction;
Project Significance and Background;
Methods;
Results and Observations;
Discussion;
References; and
Appendices.

1. Status:

- Not yet begun.

2. Accomplishments during Reporting Period:

- None to report.

3. Problems or Obstacles Encountered:

- None to report.

4. Task Activities that should Occur During the Next Quarter:

- None.

Subtask 6.2: Final Report –

H-GAC will revise the Draft Final Report to address comments provided by the TCEQ Project Manager and the EPA. H-GAC will submit the Final Report to the TCEQ Project Manager, who will subsequently submit it to EPA.

1. Status:

- Not yet begun.

2. Accomplishments during Reporting Period:

- None to report.

3. Problems or Obstacles Encountered:

- None to report.

4. Task Activities that should Occur During the Next Quarter:

- None

SCHEDULE OF DELIVERABLES

Deliverable and associated Subtask	Due Date(s)	Status
QPRs (1.2)	30 days after the close of each quarter; monthly during last quarter. Final QPR due 45 days after close of contract.	QPR #1 submitted 12/15/16, QPR #2 submitted 3/27/17, ongoing
FSRs (1.3)	See Special Terms and Conditions No. 7, Invoice Submittal	FSR #1 submitted by 12/30/16, FSR #2 submitted by 3/31/17, ongoing
Contract communication (1.4)	Include summary in QPRs	Complete for QPR #1 and QPR #2
Draft public meeting agendas and materials (1.5, 2.2)	14 days prior to scheduled meeting dates	Complete for workshop #1, 9/7/16, Complete for workshop #2, 1/26/17
Meeting summaries and final agendas from all meetings, including public engagement workshops 1, 2, and 3.	Within 15 days of each meeting	Complete for workshop #1, submitted 11/16, Completed for workshop #2, draft submitted
Project Article (1.6)	Upon request by TCEQ Project Manager	Completed
Public Engagement Plan (2.1)	October 1, 2016	Completed 10/16
Public Workshop #1 (2.3)	October 2016	Completed 10/26/16
Public Workshop #2 (2.4)	March 2017	Completed 3/1/17
Public Workshop #3 (2.5)	Date To Be Determined	Pending 7/12/17
Plan revision website (2.7)	Establish website within 30 days of Contract execution. Ongoing updates summarized in QPRs. Final website including links to all sections of plan revision completed by October 31, 2017	Website establishment complete 10/16. Website updates ongoing. Final website with final plan revision pending.

Deliverable and associated Subtask	Due Date(s)	Status
Summary of all plan comments and responses received during public comment period (2.6)	Date To Be Determined	Ongoing
Summary chart of existing efforts (3.1)	October 1, 2016	Complete
Prioritization exercise and visualization results (3.2)	November 9, 2016	Complete, prioritization results submitted in Workshop #1 meeting summary in 11/16.
Draft plan revision framework and public draft plan revision framework (3.3)	December 1, 2016 and January 1, 2017	Complete. Draft frameworks for each focus area developed for workshop #2 on 4/21/7
Review plan revision framework (2.4, 4.1)	January 2017	Complete. Draft plan framework reviewed at workshop #2 on 3/1/17
Draft of draft plan revision and draft plan in digital and hard-copy format for public review (4.2)	Date To Be Determined	Ongoing
Present draft plan revision to GBC (4.3)	Date To Be Determined	Pending
Public comment period, including on-line commenting system (2.6 and 4.5)	Date To Be Determined	Pending
Draft final Plan revision and final plan revision (5.1)	Date To Be Determined	Pending
Draft final Plan revision presentation to TCEQ Project Manager, and final plan revision presentation to GBC (5.2)	Date To Be Determined	Pending
Draft Final Report (6.1)	Within 45 days of the Contract completion date	Pending

Deliverable and associated Subtask	Due Date(s)	Status
Final Report (6.2)	Within 15 days of comments from the TCEQ Project Manager or no later than two weeks prior to the Contract completion	Pending

QUARTERLY PROGRESS REPORT 05

Date: 12/15/17

Reporting Period: 9/1/17 to 11/30/17

Project Title: Galveston Bay Estuary Program (GBEP) Comprehensive Conservation and Management Plan Revision

TCEQ Contract #: 582-17-70188

Performing Party: Houston-Galveston Area Council (H-GAC)

TCEQ Project Manager: Sarah Bernhardt

Phone #: (281) 486-1240 Email: Sarah.Bernhardt@tceq.texas.gov

H-GAC Project Manager: Kathy Janhsen

Phone #: (713) 993-2423 Email: kathy.janhsen@h-gac.com

TASK 1: PROJECT MANAGEMENT

Subtask 1.1: Project Oversight–

H-GAC will provide technical and fiscal oversight of the project to ensure Tasks and Deliverables are acceptable and completed as scheduled and within budget. Project oversight status will be provided to the TCEQ Project Manager with the Quarterly Progress Reports (QPRs)/Financial Status Reports (FSRs).

1. Status:

- Ongoing

2. Accomplishments during Reporting Period:

- QPR was submitted for third reporting period.

3. Problems or Obstacles Encountered:

- None to report.

4. Task Activities that should Occur During the Next Quarter:

- Continued technical and fiscal oversight of the project.

Subtask 1.2: QPRs -

H-GAC will prepare electronic QPRs for submission to TCEQ. QPRs will document all activities performed and costs incurred quarterly and will be submitted by the 30th of December, March, June and September. For the final quarter of the Contract period, QPRs are required to be submitted monthly, within 15 days after the close of each month, with the exception of the final QPR, which is due within 45 days after the close of the Contract.

The QPRs are to include the following:

- *status of Deliverables for each Task;*
- *brief narrative description in QPR format.*

1. **Status:**
 - Ongoing
2. **Accomplishments during Reporting Period:**
 - QPR for reporting period 9/1/17 – 11/30/17 submitted on 12/15/17.
3. **Problems or Obstacles Encountered:**
 - None to report.
4. **Task Activities that should Occur During the Next Quarter:**
 - QPR for next quarter will be submitted in accordance with deliverable schedule.

Subtask 1.3: FSRs –

H-GAC will submit FSRs to the TCEQ Contract Manager in accordance with the Special Terms and Conditions regarding Invoice Submittal.

1. **Status:**
 - Ongoing
2. **Accomplishments during Reporting Period:**
 - FSR for reporting period 9/1/17 – 11/30/17 submitted on 12/15/17.
3. **Problems or Obstacles Encountered:**
 - None to report.
4. **Task Activities that should Occur During the Next Quarter:**
 - FSR for next reporting period to be submitted by due date.

Subtask 1.4: Contract Communication –

H-GAC will participate in a post-award orientation meeting with TCEQ within 30 days of Contract execution. Meeting minutes will be due 15 days after the meeting. H-GAC will participate in regular monthly project coordination meetings through telephone, email and/or in person with the TCEQ Project Manager regarding the status and progress of the project. H-GAC will maintain regular telephone and/or email communication with the TCEQ Project Manager regarding the status and progress of the project and on any matters that require attention between QPRs. Matters that must be communicated to the TCEQ Project Manager include, but are not limited to:

- *Notification a minimum of 14 days before H-GAC has scheduled public meetings or events, initiation of construction, or other major Task activities.*
- *Notification within 48 hours regarding events or circumstances that may require changes to the Budget, Scope of Work, or Schedule of Deliverables.*

1. Status:

- Ongoing

2. Accomplishments during Reporting Period:

- Continued communication between H-GAC and TCEQ project manager and staff.
- Multiple updates to the detailed timeline were provided to the TCEQ project manager.
- Two iterations of proposed contract amendment submitted to GBEP for review and discussion.

3. Problems or Obstacles Encountered:

- None to report.

4. Task Activities that should Occur During the Next Quarter:

- Additional discussion of appropriateness of contract amendment.

Subtask 1.5: Committee Meetings –

H-GAC will participate in meetings with an advisory committee comprised of the TCEQ Project Manager, the GBC chair, the TCEQ GBC representative, the EPA GBC representative and key stakeholders, as well as meetings with other stakeholder committees, as needed. H-GAC will facilitate the meetings, including drafting agendas and presentations in consultation with the TCEQ Project Manager, circulating agendas and materials prior to meetings, and sharing findings in response to any questions posed during meetings. Meeting summaries will be drafted by H-GAC and will be due 15 days after each meeting. Meeting summaries will include presentations given, and follow up to issues identified in meetings.

1. Status:

- Ongoing

2. Accomplishments during Reporting Period:

3. None to report.

3. Problems or Obstacles Encountered:

- None to report.

4. Task Activities that should Occur During the Next Quarter:

- The Technical Advisory Committee will review Comprehensive Draft 3 of The Galveston Bay Plan, 2nd Edition DRAFT next quarter.

Subtask 1.6: Project Article –

H-GAC will provide an article for the GBEP briefing papers (one-page format) upon request by the TCEQ Project Manager. The article will include a brief summary of the project and describe the activities of the past fiscal year.

1. **Status:**
 - Complete.
2. **Accomplishments during Reporting Period:**
 - None to report.
3. **Problems or Obstacles Encountered:**
 - None to report.
4. **Task Activities that should Occur During the Next Quarter:**
 - None to report.

TASK 2: PUBLIC ENGAGEMENT

Subtask 2.1: Draft and Final Public Engagement Plan –

H-GAC will create a public engagement plan at the onset of the project. The public engagement plan will outline the proposed public workshops and the proposed methods of communicating details about the GBP revision with stakeholders, local governments and the community. Engagement techniques may include use of questionnaires, websites with information on project schedule, scope, progress, opportunities to participate and draft materials.

1. **Status:**
 - Complete.
2. **Accomplishments during Reporting Period:**
 - None to report.
3. **Problems or Obstacles Encountered:**
 - a. None to report.
4. **Task Activities that should Occur During the Next Quarter:**
 - None to report.

Subtask 2.2: Workshop Facilitation –

H-GAC will host public workshops designed to facilitate the GBP revision process. H-GAC responsibilities include drafting agendas and presentations in consultation with the TCEQ Project Manager, circulating agendas and materials prior to meetings, and sharing findings in response to any questions posed during meetings. Meeting summaries will be drafted by H-GAC and will be due 15 days after each meeting. Meeting summaries will include presentations given and follow up to issues identified in meetings.

1. Status:

- Ongoing

2. Accomplishments during Reporting Period:

- None to report

3. Problems or Obstacles Encountered:

- None to report.

4. Task Activities that should Occur During the Next Quarter:

- Anticipated creation of workshop #3-specific approach (Full Execution Plan), and associated event materials, scheduled for the following quarter.

Subtask 2.3: Public Workshop #1 –

The objective of the first workshop is to provide an opportunity for the public to participate in a discussion regarding prioritizing GBP objectives and action plans. The specific format of the workshop will be determined in the Public Engagement Plan (Subtask 2.1). The TCEQ Project Manager will also attend and assist with the workshop.

1. Status:

- Complete.

2. Accomplishments during Reporting Period:

- None to report.

3. Problems or Obstacles Encountered:

- None to report.

4. Task Activities that should Occur During the Next Quarter:

- None.

Subtask 2.4: Public Workshop #2 –

The objective of the second workshop is to vet the prioritized framework and action plans with a focus on implementation feasibility.

1. **Status:**
 - Complete
2. **Accomplishments during Reporting Period:**
 - Final and approved meeting summary for workshop #2 and the digital questionnaires submitted on 6/13/17.
3. **Problems or Obstacles Encountered:**
 - None to report.
4. **Task Activities that should Occur During the Next Quarter:**
 - None to report.

Subtask 2.5: Public Workshop #3 –

The objective of the third workshop is to release the draft plan for public comment.

1. **Status:**
 - Not yet begun.
2. **Accomplishments during Reporting Period:**
 - a. Subtask on hold until completion of The Galveston Bay Plan, 2nd Edition DRAFT.
3. **Problems or Obstacles Encountered:**
 - None to report.
4. **Task Activities that should Occur During the Next Quarter:**
 - Anticipated creation of workshop #3-specific approach (Full Execution Plan), and associated event materials, scheduled for the following quarter.

Subtask 2.6: Public Comment Period on Draft Plan Revision –

Utilizing a user-friendly on-line format, H-GAC will solicit comments on the draft plan revisions during a public comment period of at least 30 days. H-GAC will also provide an opportunity to provide comments in a non-online format. All comments received will be documented. H-GAC will provide all draft responses to public comments to the TCEQ Project Manager for review and approval before making the responses public.

1. **Status:**
 - Ongoing
2. **Accomplishments during Reporting Period:**
 - Submitted suggested responses to public comment received thus far on 10/18/17.
3. **Problems or Obstacles Encountered:**
 - None to report.
4. **Task Activities that should Occur During the Next Quarter:**
 - Public comment received prior to the release of The Galveston Bay Plan, 2nd Edition DRAFT will be compiled and marked for GBEP review.

Subtask 2.7: Plan Revision Website –

H-GAC will develop a GBP revision website. At a minimum, the website will publicize the GBP revision public planning opportunities and provide a location for downloading the final plan revision. The website will also include the Executive Summary and a crosswalk between the 1995 GBP and the new GBP revision. Drafts of website materials will be shared with the TCEQ Project Manager prior to being released to the public.

1. Status:

- a. Ongoing

2. Accomplishments during Reporting Period:

- Plan website is live and active (www.galvestonbayplan.org). The website has been updated to include the workshop #1 summary and workshop #2 summary.
- Update e-blast detailing project status and relevant links was distributed to entire contact list on 9/13/17.

3. Problems or Obstacles Encountered:

- None to report.

4. Task Activities that should Occur During the Next Quarter:

- Plan website will be updated with engagement opportunities and materials as needed.
- E-blast promotion of Workshop #3 date will go out next quarter.

TASK 3: DRAFT PLAN REVISION FRAMEWORK AND PRIORITIZATION**Subtask 3.1: Consolidate Existing Work Efforts –**

H-GAC will review and incorporate the Implementation Review and Crosswalk of the 1995 GBP CCMP and the 2009 “SAP” goals and objectives (provided by the TCEQ Project Manager) and other relevant data sources into a summary chart of existing work efforts, which will be used in the facilitation of Public Workshop #1 (Subtask 2.3).

1. Status:

- a. Ongoing

2. Accomplishments during Reporting Period:

- None to report.

3. Problems or Obstacles Encountered:

- None to report.

4. Task Activities that should Occur During the Next Quarter:

- Finalized crosswalk will result after completion of The Galveston Bay Plan, 2nd Edition DRAFT text is approved.

Subtask 3.2: Conduct Prioritization Exercise –

Utilizing a facilitated process including, but not limited to Public Workshop #1 (Subtask 2.3), H-GAC will prioritize the revised CCMP objectives and create visualizations of the resulting prioritization.

1. Status:

- Complete.

2. Accomplishments during Reporting Period:

- None to report.

3. Problems or Obstacles Encountered:

- None to report.

4. Task Activities that should Occur During the Next Quarter:

- None to report.

Subtask 3.3: Create Plan Revision Framework –

H-GAC will create a framework for the GBP update (including prioritized objectives and action plans) in coordination with GBEP staff and GBC subcommittees. The draft revision framework will be shared with the TCEQ Project Manager for review. Any edits will be addressed and the final plan revision framework will be presented at Public Workshop #2 (Subtask 2.4).

1. Status:

- Complete.

2. Accomplishments during Reporting Period:

- None to report.

3. Problems or Obstacles Encountered:

- None to report.

4. Task Activities that should Occur During the Next Quarter:

- None to report.

TASK 4: DRAFT PLAN REVISION

Subtask 4.1: Review Plan Revision Framework –

The prioritized framework and action plans will be vetted by stakeholders, local governments and the public, (Public Workshop #2) with a focus on implementation feasibility.

1. **Status:**

- Complete.

2. **Accomplishments during Reporting Period:**

- None to report.

3. **Problems or Obstacles Encountered:**

- None to report.

4. **Task Activities that should Occur During the Next Quarter:**

- None to report.

Subtask 4.2: Write Draft Plan Revision –

Stakeholder, local government and public comments (received in Public Workshops #1 and #2) will be incorporated into the draft plan revision. Per NEP CCMP Revision Guidelines, the GBP revision will include, (but not be limited to):

- *Summary table listing the prior CCMP's actions completed, revised, ongoing, and obsolete*
- *Description of how the NEP has contributed to or supported activities that helped develop new information*
- *A map of the study area*
- *Description of the NEP's program structure and membership*
- *Discussion of proposed changes in CCMP actions*
- *Monitoring approach*
- *Finance strategy*
- *Habitat/restoration strategy*
- *Public review process and summary of public comments*
- *Crosswalk table comparing the 1995 GBP with the revised GBP*

The draft plan revision will be delivered to TCEQ project manager and the advisory committee for review and comments. Comments will be addressed and the draft plan revised accordingly.

1. Status:

- Ongoing

2. Accomplishments during Reporting Period:

- Comprehensive Draft 3 of The Galveston Bay Plan, 2nd Edition submitted on 10/13/17.

3. Problems or Obstacles Encountered:

- None to report.

4. Task Activities that should Occur During the Next Quarter:

- Anticipated completion of The Galveston Bay Plan, 2nd Edition DRAFT.

Subtask 4.3: Present Draft Plan Revision –

The draft plan revision will be coordinated with GBEP and the advisory committee and presented to the GBC for approval. The draft plan will be submitted to the TCEQ Project Manager for TCEQ management review and approval prior to the presentation of the draft plan revision to the GBC.

1. Status:

- Ongoing.

2. Accomplishments during Reporting Period:

- None to report.

3. Problems or Obstacles Encountered:

- None to report.

4. Task Activities that should Occur During the Next Quarter:

- a. Anticipated completion of *The Galveston Bay Plan, 2nd Edition* DRAFT and subsequent presentation to the TAC, the Galveston Bay Council (GBC) and GBC subcommittees.

Subtask 4.4: Draft Plan Revision Released for Public Comment –

The draft plan revision will incorporate any feedback or edits received from the TCEQ Project Manager and the GBC. The draft plan revision will be publicized and released for public, local government and stakeholder comment. The draft plan revision will be available in a digital format on the plan revision website, with the ability to provide online comments. It will also be available in hard-copy format. The public comment period will be open for at least 30 days (Subtask 2.6). Public Workshop #3 (Subtask 2.5) will provide an in-person format for receiving public comments.

1. Status:

- Not yet begun.

2. Accomplishments during Reporting Period:

- None to report.

3. Problems or Obstacles Encountered:

- None to report.

4. Task Activities that should Occur During the Next Quarter:

- a. None.

TASK 5: FINAL PLAN

Subtask 5.1: Final Plan -

H-GAC will address comments on the draft plan and incorporate changes in consultation with the TCEQ Project Manager. All responses to public comments and revisions to the draft final plan revision will require the TCEQ Project Manager's approval. Upon TCEQ Project Manager approval, the GBP revision will be submitted to TCEQ and the advisory committee for approval.

1. Status:

- Not yet begun.

2. Accomplishments during Reporting Period:

- None to report.

3. Problems or Obstacles Encountered:

- None to report.

4. Task Activities that should Occur During the Next Quarter:

- None.

Subtask 5.2: Presentation to GBC for Plan Approval –

The final plan revision will be presented to the GBC for final approval. This meeting will be open to the public. The draft presentation will be submitted to the TCEQ Project Manager prior to the public presentation. Any final changes requested by the GBC will be submitted for approval to the TCEQ Project Manager, then incorporated into the final plan revision.

1. **Status:**
 - Not yet begun.
2. **Accomplishments during Reporting Period:**
 - None to report.
3. **Problems or Obstacles Encountered:**
 - None to report.
4. **Task Activities that should Occur During the Next Quarter:**
 - None.

TASK 6: FINAL REPORT

Subtask 6.1: Draft Final Report –

H-GAC will provide a Draft Final Report summarizing all project activities, findings, and the contents of all previous Deliverables, referencing and/or attaching them as web links or appendices. This comprehensive report will provide analysis of all Activities and Deliverables under this Scope of Work. The Draft Final Report should be structured per the following outline:

Title;
Table of Contents;
Executive Summary;
Introduction;
Project Significance and Background;
Methods;
Results and Observations;
Discussion;
References; and
Appendices.

1. **Status:**
 - Not yet begun.
2. **Accomplishments during Reporting Period:**
 - None to report.
3. **Problems or Obstacles Encountered:**
 - None to report.
4. **Task Activities that should Occur During the Next Quarter:**
 - None.

Subtask 6.2: Final Report –

H-GAC will revise the Draft Final Report to address comments provided by the TCEQ Project Manager and the EPA. H-GAC will submit the Final Report to the TCEQ Project Manager, who will subsequently submit it to EPA.

1. **Status:**
 - Not yet begun.
2. **Accomplishments during Reporting Period:**
 - None to report.
3. **Problems or Obstacles Encountered:**
 - None to report.
4. **Task Activities that should Occur During the Next Quarter:**
 - None

SCHEDULE OF DELIVERABLES

Deliverable and associated Subtask	Due Date(s)	Status
QPRs (1.2)	30 days after the close of each quarter; monthly during last quarter. Final QPR due 45 days after close of contract.	QPR#1- 12/15/16 QPR #2- 3/27/17 QPR #3- 6/29/17 QPR #4- 9/28/17 QPR #5- 12/22/17
FSRs (1.3)	See Special Terms and Conditions No. 7, Invoice Submittal	FSR #1 – 12/30/16 FSR #2- 3/30/17 FSR #3- 6/30/17 FSR #4- 9/30/17 FSR #5- 12/30/17* *(anticipated)
Contract communication (1.4)	Include summary in QPRs	See Attachment A.
Draft public meeting agendas and materials (1.5, 2.2)	14 days prior to scheduled meeting dates	Complete for workshop #1, 9/7/16, Complete for workshop #2, 1/26/17
Meeting summaries and final agendas from all meetings, including public engagement workshops 1, 2, and 3.	Within 15 days of each meeting	Complete for workshop #1, submitted 11/16, Completed for workshop #2, draft submitted
Project Article (1.6)	Upon request by TCEQ Project Manager	Completed
Public Engagement Plan (2.1)	October 1, 2016	Completed 10/16
Public Workshop #1 (2.3)	October 2016	Completed 10/26/16
Public Workshop #2 (2.4)	March 2017	Completed 3/1/17
Public Workshop #3 (2.5)	Date To Be Determined	Tentative 3/7/18

Deliverable and associated Subtask	Due Date(s)	Status
Plan revision website (2.7)	Establish website within 30 days of Contract execution. Ongoing updates summarized in QPRs. Final website including links to all sections of plan revision completed by October 31, 2017	Website establishment complete 10/16. Website updates ongoing. Final website with final plan revision pending.
Summary of all plan comments and responses received during public comment period (2.6)	Date To Be Determined	Ongoing
Summary chart of existing efforts (3.1)	October 1, 2016	Complete
Prioritization exercise and visualization results (3.2)	November 9, 2016	Complete, prioritization results submitted in Workshop #1 meeting summary in 11/16.
Draft plan revision framework and public draft plan revision framework (3.3)	December 1, 2016 and January 1, 2017	Complete. Draft frameworks for each focus area developed for workshop #2 on 4/21/7
Review plan revision framework (2.4, 4.1)	January 2017	Complete. Draft plan framework reviewed at workshop #2 on 3/1/17.
Draft of draft plan revision and draft plan in digital and hard-copy format for public review (4.2)	Date To Be Determined	Ongoing
Present draft plan revision to GBC (4.3)	Date To Be Determined	Pending
Public comment period, including on-line commenting system (2.6 and 4.5)	Date To Be Determined	Pending

Deliverable and associated Subtask	Due Date(s)	Status
Draft final Plan revision and final plan revision (5.1)	Date To Be Determined	Pending
Draft final Plan revision presentation to TCEQ Project Manager, and final plan revision presentation to GBC (5.2)	Date To Be Determined	Pending
Draft Final Report (6.1)	Within 45 days of the Contract completion date	Pending
Final Report (6.2)	Within 15 days of comments from the TCEQ Project Manager or no later than two weeks prior to the Contract completion	Pending

ATTACHMENT A
MEETING LOG: Q01 -Q05

DATE	TYPE	ITEMS DISCUSSED
7/28/2016	Meeting with Sarah	Workshop #1 Brainstorming
8/24/2016	Meeting with Sarah	Kick-Off Meeting (Contract, TAC Composition, NEP Questionnaire & Draft PEP)
9/7/2016	Call with Advisory Committee	Notes not available.
9/20/2016	Meeting with Sarah	Notes not available.
10/14/2016	Meeting with Sarah	Notes not available.
10/22/2016	Workshop #1 / Open House	See workshop meeting report online.
11/22/2016	Meeting with Sarah	Notes not available.
12/1/2016	WSQ Subcommittee Meeting	WSQ Framework for The Plan
12/8/2016	Call with Sarah	Conference Call
12/12/2016	M&R Subcommittee Meeting	M&R Framework for The Plan
1/12/2017	NRU Subcommittee Meeting	NRU Framework for The Plan
1/12/2017	Meeting with Sarah, Nancy, GBEP Staff	Workshop #2 Discussion (FEP Submitted & Discussed)
1/17/2017	PPE Subcommittee Meeting	PPE Framework for The Plan
1/24/2017	Call with Sarah	Workshop #2 Discussion
2/2/2017	Lunch Meeting w/Sarah	The Galveston Bay Plan Revision Outline
2/8/2017	Meeting with Sarah	Workshop #2 Walk-Thru & Discussion
2/21/2017	Workshop #2 Training w/GBEP Staff	Materials & Activities Dry Run and Discussion
3/1/2017	Workshop #2	See workshop meeting report online.
3/23/2017	Meeting with Sarah	Notes not available.
4/26/2017	Meeting with Sarah	Timeline / Schedule, Revised Review Process, Revised Outline, To Do List Updates
4/28/2017	Call with Sarah	Review of Workshop #2 Findings report, Batch 1 and 2 Text Edits, H-GAC Style Guide Questions
5/12/2017	Meeting with Sarah	Schedule Changes & To Do Lists
5/19/2017	Call with Sarah	Style Guide, Accessibility Requirements, GBEP Review, Introduction Re-vamp, Name Alternative for Global Plan Elements
5/31/2017	Meeting with Sarah	Workshop #2 Findings report, Public Comment Log, Revised Text Timelines, Comprehensive Edits, Monitoring Partners List
6/13/2017	Call with Sarah	Comprehensive Draft 1 Discussion - Prior to Send Out
6/23/2017	Meeting with Sarah	GBEP Edits / Changes to Nomenclature, TAC Review, EPA Review
7/12/2017	Meeting with Sarah	Project Status Update, July 19 GBC Meeting Preparation, MR and PPE Priority Plan Language Options
7/17/2017	Call with Sarah	Syntax, Nomenclature of Hierarchy, Technical Section Introductions, Potential Facilitated Meeting w/GBEP Staff, Language Preferences
7/20/2017	Call with Sarah	GBC Presentation & Discussions with EPA Contact
7/27/2017	Meeting with Sarah	All-Day Facilitated Discussion RE: Outline, Hierarchal Language, Action Plans, Outstanding TAC Issues, Next Steps & Milestones
8/24/2017	Call with Sarah	Content Discussion, Eblast Status, Technical Templates Status, Letters of Support, Contract Extension
8/30/2017	Call with Sarah	Content-Specific Discussions
9/6/2017	Call with Sarah	Content Discussion, Eblast Status, Technical Templates Status, Letters of Support, Contract Extension
9/20/2017	Call with Sarah	Content Discussion, Outstanding Text from GBEP, Crosswalk / Actions, Timing for Sharing DRAFT Plan

9/29/2017	Call with Sarah	Amendment Discussion
10/27/2017	Call with Sarah	Status of Letters of Support, Comprehensive Draft 3 Status, Public Comment Log, Amendment 1, Revised Timeline
11/17/2017	Call with Sarah	Comprehensive Draft 3, Amendment 1, Revised Timeline
11/29/2017	Meeting with Sarah	Revised Amendment 1 / Budget Discussion

QUARTERLY PROGRESS REPORT 06

Date: 3/21/18

Reporting Period: 12/1/17 to 2/28/18

Project Title: Galveston Bay Estuary Program (GBEP) Comprehensive Conservation and Management Plan Revision

TCEQ Contract #: 582-17-70188

Performing Party: Houston-Galveston Area Council (H-GAC)

TCEQ Project Manager: Sarah Bernhardt

Phone #: (281) 486-1240 Email: Sarah.Bernhardt@tceq.texas.gov

H-GAC Project Manager: Kathy Janhsen

Phone #: (713) 993-2423 Email: kathy.janhsen@h-gac.com

TASK 1: PROJECT MANAGEMENT

Subtask 1.1: Project Oversight–

H-GAC will provide technical and fiscal oversight of the project to ensure Tasks and Deliverables are acceptable and completed as scheduled and within budget. Project oversight status will be provided to the TCEQ Project Manager with the Quarterly Progress Reports (QPRs)/Financial Status Reports (FSRs).

1. **Status:**
 - Ongoing
2. **Accomplishments during Reporting Period:**
 - QPR was submitted for fifth reporting period.
3. **Problems or Obstacles Encountered:**
 - None to report.
4. **Task Activities that should Occur During the Next Quarter:**
 - Continued technical and fiscal oversight of the project.

Subtask 1.2: QPRs -

H-GAC will prepare electronic QPRs for submission to TCEQ. QPRs will document all activities performed and costs incurred quarterly and will be submitted by the 30th of December, March, June and September. For the final quarter of the Contract period, QPRs are required to be submitted monthly, within 15 days after the close of each month, with the exception of the final QPR, which is due within 45 days after the close of the Contract.

The QPRs are to include the following:

- *status of Deliverables for each Task;*
- *brief narrative description in QPR format.*

1. **Status:**
 - Ongoing
2. **Accomplishments during Reporting Period:**
 - QPR for reporting period 12/1/17 – 2/28/18 submitted on 3/21/18.
3. **Problems or Obstacles Encountered:**
 - None to report.
4. **Task Activities that should Occur During the Next Quarter:**
 - QPR for next quarter will be submitted in accordance with deliverable schedule.

Subtask 1.3: FSRs –

H-GAC will submit FSRs to the TCEQ Contract Manager in accordance with the Special Terms and Conditions regarding Invoice Submittal.

1. **Status:**
 - Ongoing
2. **Accomplishments during Reporting Period:**
 - FSR for reporting period 12/1/17 – 2/28/18 to be submitted by 3/31/18.
3. **Problems or Obstacles Encountered:**
 - None to report.
4. **Task Activities that should Occur During the Next Quarter:**
 - FSR for next reporting period to be submitted by due date.

Subtask 1.4: Contract Communication –

H-GAC will participate in a post-award orientation meeting with TCEQ within 30 days of Contract execution. Meeting minutes will be due 15 days after the meeting. H-GAC will participate in regular monthly project coordination meetings through telephone, email and/or in person with the TCEQ Project Manager regarding the status and progress of the project. H-GAC will maintain regular telephone and/or email communication with the TCEQ Project Manager regarding the status and progress of the project and on any matters that require attention between QPRs. Matters that must be communicated to the TCEQ Project Manager include, but are not limited to:

- *Notification a minimum of 14 days before H-GAC has scheduled public meetings or events, initiation of construction, or other major Task activities.*
- *Notification within 48 hours regarding events or circumstances that may require changes to the Budget, Scope of Work, or Schedule of Deliverables.*

1. Status:

- Ongoing

2. Accomplishments during Reporting Period:

- Continued communication between H-GAC and TCEQ project manager and staff.
- Multiple updates to the detailed timeline were provided to the TCEQ project manager.
- Multiple iterations of proposed contract amendment language submitted to GBEP for review and discussion.

3. Problems or Obstacles Encountered:

- None to report.

4. Task Activities that should Occur During the Next Quarter:

- Additional contract amendment negotiations.

Subtask 1.5: Committee Meetings –

H-GAC will participate in meetings with an advisory committee comprised of the TCEQ Project Manager, the GBC chair, the TCEQ GBC representative, the EPA GBC representative and key stakeholders, as well as meetings with other stakeholder committees, as needed. H-GAC will facilitate the meetings, including drafting agendas and presentations in consultation with the TCEQ Project Manager, circulating agendas and materials prior to meetings, and sharing findings in response to any questions posed during meetings. Meeting summaries will be drafted by H-GAC and will be due 15 days after each meeting. Meeting summaries will include presentations given, and follow up to issues identified in meetings.

1. Status:

- Ongoing

2. Accomplishments during Reporting Period:

- The Technical Advisory Committee will reviewed Comprehensive Draft 3 of *The Galveston Bay Plan, 2nd Edition* draft.
- H-GAC presented *The Galveston Bay Plan, 2nd Edition* draft to the Galveston Bay Council on 1/31/18.

3. Problems or Obstacles Encountered:

- None to report.

4. Task Activities that should Occur During the Next Quarter:

- None to report.

Subtask 1.6: Project Article –

H-GAC will provide an article for the GBEP briefing papers (one-page format) upon request by the TCEQ Project Manager. The article will include a brief summary of the project and describe the activities of the past fiscal year.

1. Status:

- Complete.

2. **Accomplishments during Reporting Period:**
 - None to report.
3. **Problems or Obstacles Encountered:**
 - None to report.
4. **Task Activities that should Occur During the Next Quarter:**
 - None to report.

TASK 2: PUBLIC ENGAGEMENT

Subtask 2.1: Draft and Final Public Engagement Plan –

H-GAC will create a public engagement plan at the onset of the project. The public engagement plan will outline the proposed public workshops and the proposed methods of communicating details about the GBP revision with stakeholders, local governments and the community. Engagement techniques may include use of questionnaires, websites with information on project schedule, scope, progress, opportunities to participate and draft materials.

1. **Status:**
 - Complete.
2. **Accomplishments during Reporting Period:**
 - None to report.
3. **Problems or Obstacles Encountered:**
 - a. None to report.
4. **Task Activities that should Occur During the Next Quarter:**
 - None to report.

Subtask 2.2: Workshop Facilitation –

H-GAC will host public workshops designed to facilitate the GBP revision process. H-GAC responsibilities include drafting agendas and presentations in consultation with the TCEQ Project Manager, circulating agendas and materials prior to meetings, and sharing findings in response to any questions posed during meetings. Meeting summaries will be drafted by H-GAC and will be due 15 days after each meeting. Meeting summaries will include presentations given and follow up to issues identified in meetings.

1. Status:

- Ongoing

2. Accomplishments during Reporting Period:

- Created and submitted workshop #3-specific approach (Full Execution Plan), associated event materials, and e-blasts.

3. Problems or Obstacles Encountered:

- None to report.

4. Task Activities that should Occur During the Next Quarter:

- Workshop #3 / Open House for Public Comment on 3/5/18.

Subtask 2.3: Public Workshop #1 –

The objective of the first workshop is to provide an opportunity for the public to participate in a discussion regarding prioritizing GBP objectives and action plans. The specific format of the workshop will be determined in the Public Engagement Plan (Subtask 2.1). The TCEQ Project Manager will also attend and assist with the workshop.

1. Status:

- Complete.

2. Accomplishments during Reporting Period:

- None to report.

3. Problems or Obstacles Encountered:

- None to report.

4. Task Activities that should Occur During the Next Quarter:

- None.

Subtask 2.4: Public Workshop #2 –

The objective of the second workshop is to vet the prioritized framework and action plans with a focus on implementation feasibility.

1. **Status:**
 - Complete
2. **Accomplishments during Reporting Period:**
 - Final and approved meeting summary for workshop #2 and the digital questionnaires submitted on 6/13/17.
3. **Problems or Obstacles Encountered:**
 - None to report.
4. **Task Activities that should Occur During the Next Quarter:**
 - None to report.

Subtask 2.5: Public Workshop #3 –

The objective of the third workshop is to release the draft plan for public comment.

1. **Status:**
 - Ongoing
2. **Accomplishments during Reporting Period:**
 - Created and submitted workshop #3-specific approach (Full Execution Plan), associated event materials, and e-blasts.
3. **Problems or Obstacles Encountered:**
 - None to report.
4. **Task Activities that should Occur During the Next Quarter:**
 - Workshop #3 / Open House for Public Comment on 3/5/18.

Subtask 2.6: Public Comment Period on Draft Plan Revision –

Utilizing a user-friendly on-line format, H-GAC will solicit comments on the draft plan revisions during a public comment period of at least 30 days. H-GAC will also provide an opportunity to provide comments in a non-online format. All comments received will be documented. H-GAC will provide all draft responses to public comments to the TCEQ Project Manager for review and approval before making the responses public.

1. **Status:**
 - Ongoing
2. **Accomplishments during Reporting Period:**
 - Previously submitted suggested responses to public comment received thus far on 10/18/17.
 - Developed web-based comment form for public comment.
3. **Problems or Obstacles Encountered:**
 - None to report.
4. **Task Activities that should Occur During the Next Quarter:**
 - Review and draft responses to additional public comment received between 3/5/18 – 4/4/18.

Subtask 2.7: Plan Revision Website –

H-GAC will develop a GBP revision website. At a minimum, the website will publicize the GBP revision public planning opportunities and provide a location for downloading the final plan revision. The website will also include the Executive Summary and a crosswalk between the 1995 GBP and the new GBP revision. Drafts of website materials will be shared with the TCEQ Project Manager prior to being released to the public.

1. Status:

- a. Ongoing

2. Accomplishments during Reporting Period:

- Plan website is live and active (www.galvestonbayplan.org). The website has been updated to include the workshop #1 summary and workshop #2 summary.
- Multiple e-blasts publicizing Workshop #3 / Open House for Public Comment sent out.
- E-blast press release sent to local media.
- Developed web-based comment form for public comment.

3. Problems or Obstacles Encountered:

- None to report.

4. Task Activities that should Occur During the Next Quarter:

- Ongoing maintenance of Public Comment feature online.

TASK 3: DRAFT PLAN REVISION FRAMEWORK AND PRIORITIZATION

Subtask 3.1: Consolidate Existing Work Efforts –

H-GAC will review and incorporate the Implementation Review and Crosswalk of the 1995 GBP CCMP and the 2009 “SAP” goals and objectives (provided by the TCEQ Project Manager) and other relevant data sources into a summary chart of existing work efforts, which will be used in the facilitation of Public Workshop #1 (Subtask 2.3).

1. Status:

- a. Ongoing

2. Accomplishments during Reporting Period:

- Submitted revised Crosswalk to the GBEP for inclusion in document Appendices.

3. Problems or Obstacles Encountered:

- None to report.

4. Task Activities that should Occur During the Next Quarter:

- The crosswalk will be revised as needed, based on feedback received during the Public Comment period.

Subtask 3.2: Conduct Prioritization Exercise –

Utilizing a facilitated process including, but not limited to Public Workshop #1 (Subtask 2.3), H-GAC will prioritize the revised CCMP objectives and create visualizations of the resulting prioritization.

1. Status:

- Complete.

2. Accomplishments during Reporting Period:

- None to report.

3. Problems or Obstacles Encountered:

- None to report.

4. Task Activities that should Occur During the Next Quarter:

- None to report.

Subtask 3.3: Create Plan Revision Framework –

H-GAC will create a framework for the GBP update (including prioritized objectives and action plans) in coordination with GBEP staff and GBC subcommittees. The draft revision framework will be shared with the TCEQ Project Manager for review. Any edits will be addressed and the final plan revision framework will be presented at Public Workshop #2 (Subtask 2.4).

1. Status:

- Complete.

2. Accomplishments during Reporting Period:

- None to report.

3. Problems or Obstacles Encountered:

- None to report.

4. Task Activities that should Occur During the Next Quarter:

- None to report.

TASK 4: DRAFT PLAN REVISION

Subtask 4.1: Review Plan Revision Framework –

The prioritized framework and action plans will be vetted by stakeholders, local governments and the public, (Public Workshop #2) with a focus on implementation feasibility.

1. Status:

- Complete.

2. Accomplishments during Reporting Period:

- None to report.

3. Problems or Obstacles Encountered:

- None to report.

4. Task Activities that should Occur During the Next Quarter:

- None to report.

Subtask 4.2: Write Draft Plan Revision –

Stakeholder, local government and public comments (received in Public Workshops #1 and #2) will be incorporated into the draft plan revision. Per NEP CCMP Revision Guidelines, the GBP revision will include, (but not be limited to):

- *Summary table listing the prior CCMP's actions completed, revised, ongoing, and obsolete*
- *Description of how the NEP has contributed to or supported activities that helped develop new information*
- *A map of the study area*
- *Description of the NEP's program structure and membership*
- *Discussion of proposed changes in CCMP actions*
- *Monitoring approach*
- *Finance strategy*
- *Habitat/restoration strategy*
- *Public review process and summary of public comments*
- *Crosswalk table comparing the 1995 GBP with the revised GBP*

The draft plan revision will be delivered to TCEQ project manager and the advisory committee for review and comments. Comments will be addressed and the draft plan revised accordingly.

1. Status:

- Ongoing

2. Accomplishments during Reporting Period:

- Submission of *The Galveston Bay Plan, 2nd Edition* draft to the Galveston Bay Council, its subcommittees, on 1/17/17.

3. Problems or Obstacles Encountered:

- None to report.

4. Task Activities that should Occur During the Next Quarter:

- Release of *The Galveston Bay Plan, 2nd Edition* draft for Public Comment on 3/5/18.
- Reviewing and incorporating Public Comment into *The Galveston Bay Plan, 2nd Edition* draft.

Subtask 4.3: Present Draft Plan Revision –

The draft plan revision will be coordinated with GBEP and the advisory committee and presented to the GBC for approval. The draft plan will be submitted to the TCEQ Project Manager for TCEQ management review and approval prior to the presentation of the draft plan revision to the GBC.

1. Status:

- Complete.

2. Accomplishments during Reporting Period:

- H-GAC presented *The Galveston Bay Plan, 2nd Edition* draft to the Galveston Bay Council on 1/31/18.

3. Problems or Obstacles Encountered:

- None to report.

4. Task Activities that should Occur During the Next Quarter:

- None to report.

Subtask 4.4: Draft Plan Revision Released for Public Comment –

The draft plan revision will incorporate any feedback or edits received from the TCEQ Project Manager and the GBC. The draft plan revision will be publicized and released for public, local government and stakeholder comment. The draft plan revision will be available in a digital format on the plan revision website, with the ability to provide online comments. It will also be available in hard-copy format. The public comment period will be open for at least 30 days (Subtask 2.6). Public Workshop #3 (Subtask 2.5) will provide an in-person format for receiving public comments.

1. Status:

- Ongoing.

2. Accomplishments during Reporting Period:

- H-GAC prepared to release *The Galveston Bay Plan, 2nd Edition* draft for Public Comment on 3/5/18 – 4/4/18.

3. Problems or Obstacles Encountered:

- None to report.

4. Task Activities that should Occur During the Next Quarter:

- Release of *The Galveston Bay Plan, 2nd Edition* draft for Public Comment on 3/5/18 – 4/4/18.

TASK 5: FINAL PLAN

Subtask 5.1: Final Plan -

H-GAC will address comments on the draft plan and incorporate changes in consultation with the TCEQ Project Manager. All responses to public comments and revisions to the draft final plan revision will require the TCEQ Project Manager's approval. Upon TCEQ Project Manager approval, the GBP revision will be submitted to TCEQ and the advisory committee for approval.

1. Status:

- Not yet begun.

2. Accomplishments during Reporting Period:

- None to report.

3. Problems or Obstacles Encountered:

- None to report.

4. Task Activities that should Occur During the Next Quarter:

- None.

Subtask 5.2: Presentation to GBC for Plan Approval –

The final plan revision will be presented to the GBC for final approval. This meeting will be open to the public. The draft presentation will be submitted to the TCEQ Project Manager prior to the public presentation. Any final changes requested by the GBC will be submitted for approval to the TCEQ Project Manager, then incorporated into the final plan revision.

1. Status:

- Not yet begun.

2. Accomplishments during Reporting Period:

- None to report.

3. Problems or Obstacles Encountered:

- None to report.

4. Task Activities that should Occur During the Next Quarter:

- None.

TASK 6: FINAL REPORT

Subtask 6.1: Draft Final Report –

H-GAC will provide a Draft Final Report summarizing all project activities, findings, and the contents of all previous Deliverables, referencing and/or attaching them as web links or appendices. This comprehensive report will provide analysis of all Activities and Deliverables under this Scope of Work. The Draft Final Report should be structured per the following outline:

Title;
Table of Contents;
Executive Summary;
Introduction;
Project Significance and Background;
Methods;
Results and Observations;
Discussion;
References; and
Appendices.

1. Status:

- Not yet begun.

2. Accomplishments during Reporting Period:

- None to report.

3. Problems or Obstacles Encountered:

- None to report.

4. Task Activities that should Occur During the Next Quarter:

- None.

Subtask 6.2: Final Report –

H-GAC will revise the Draft Final Report to address comments provided by the TCEQ Project Manager and the EPA. H-GAC will submit the Final Report to the TCEQ Project Manager, who will subsequently submit it to EPA.

1. Status:

- Not yet begun.

2. Accomplishments during Reporting Period:

- None to report.

3. Problems or Obstacles Encountered:

- None to report.

4. Task Activities that should Occur During the Next Quarter:

- None

SCHEDULE OF DELIVERABLES

Deliverable and associated Subtask	Due Date(s)	Status
QPRs (1.2)	30 days after the close of each quarter; monthly during last quarter. Final QPR due 45 days after close of contract.	QPR#1- 12/15/16 QPR #2- 3/27/17 QPR #3- 6/29/17 QPR #4- 9/28/17 QPR #5- 12/22/17 QPR #6- 3/21/18
FSRs (1.3)	See Special Terms and Conditions No. 7, Invoice Submittal	FSR #1 – 12/30/16 FSR #2- 3/30/17 FSR #3- 6/30/17 FSR #4- 9/30/17 FSR #5- 12/30/17 FSR #6- 3/31/18* *(anticipated)
Contract communication (1.4)	Include summary in QPRs	See Attachment A.
Draft public meeting agendas and materials (1.5, 2.2)	14 days prior to scheduled meeting dates	Complete for workshop #1, 9/7/16, Complete for workshop #2, 1/26/17. Complete for workshop #3, 2/22/18.
Meeting summaries and final agendas from all meetings, including public engagement workshops 1, 2, and 3.	Within 15 days of each meeting	Complete for workshop #1, submitted 11/16, Completed for workshop #2, draft submitted. Workshop #3 pending closing of Public Comment period on 4/4/18.
Project Article (1.6)	Upon request by TCEQ Project Manager	Completed
Public Engagement Plan (2.1)	October 1, 2016	Completed 10/16
Public Workshop #1 (2.3)	October 2016	Completed 10/26/16

Deliverable and associated Subtask	Due Date(s)	Status
Public Workshop #2 (2.4)	March 2017	Completed 3/1/17
Public Workshop #3 (2.5)	Date To Be Determined	Completed 3/5/18
Plan revision website (2.7)	Establish website within 30 days of Contract execution. Ongoing updates summarized in QPRs. Final website including links to all sections of plan revision completed by October 31, 2017	Website establishment complete 10/16. Website updates ongoing. Final website with final plan revision pending.
Summary of all plan comments and responses received during public comment period (2.6)	Date To Be Determined	Ongoing
Summary chart of existing efforts (3.1)	October 1, 2016	Complete
Prioritization exercise and visualization results (3.2)	November 9, 2016	Complete, prioritization results submitted in Workshop #1 meeting summary in 11/16.
Draft plan revision framework and public draft plan revision framework (3.3)	December 1, 2016 and January 1, 2017	Complete. Draft frameworks for each focus area developed for workshop #2 on 4/21/7
Review plan revision framework (2.4, 4.1)	January 2017	Complete. Draft plan framework reviewed at workshop #2 on 3/1/17.
Draft of draft plan revision and draft plan in digital and hard-copy format for public review (4.2)	Date To Be Determined	Complete, 3/5/18.
Present draft plan revision to GBC (4.3)	Date To Be Determined	Complete, 1/31/18.

Deliverable and associated Subtask	Due Date(s)	Status
Public comment period, including on-line commenting system (2.6 and 4.5)	Date To Be Determined	Ongoing, 3/5/18 – 4/4/18.
Draft final Plan revision and final plan revision (5.1)	Date To Be Determined	Pending
Draft final Plan revision presentation to TCEQ Project Manager, and final plan revision presentation to GBC (5.2)	Date To Be Determined	Pending
Draft Final Report (6.1)	Within 45 days of the Contract completion date	Pending
Final Report (6.2)	Within 15 days of comments from the TCEQ Project Manager or no later than two weeks prior to the Contract completion	Pending

ATTACHMENT A
MEETING LOG: Q01 -Q05

DATE	TYPE	DISCUSSION ITEMS?
7/28/2016	Meeting with Sarah	Workshop #1 Brainstorming
8/24/2016	Meeting with Sarah	Kick-Off Meeting (Contract, TAC Composition, NEP Questionnaire & Draft PEP)
9/7/2016	Call with Advisory Committee	Notes not available.
9/20/2016	Meeting with Sarah	Notes not available.
10/14/2016	Meeting with Sarah	Notes not available.
10/22/2016	Workshop #1 / Open House	See workshop meeting report online.
11/22/2016	Meeting with Sarah	Notes not available.
12/1/2016	WSQ Subcommittee Meeting	WSQ Framework for The Plan
12/8/2016	Call with Sarah	Conference Call
12/12/2016	M&R Subcommittee Meeting	M&R Framework for The Plan
1/12/2017	NRU Subcommittee Meeting	NRU Framework for The Plan
1/12/2017	Meeting with Sarah, Nancy, GBEP Staff	Workshop #2 Discussion (FEP Submitted & Discussed)
1/17/2017	PPE Subcommittee Meeting	PPE Framework for The Plan
1/24/2017	Call with Sarah	Workshop #2 Discussion
2/2/2017	Lunch Meeting w/Sarah	The Galveston Bay Plan Revision Outline
2/8/2017	Meeting with Sarah	Workshop #2 Walk-Thru & Discussion
2/21/2017	Workshop #2 Training w/GBEP Staff	Materials & Activities Dry Run and Discussion
3/1/2017	Workshop #2	See workshop meeting report online.
3/23/2017	Meeting with Sarah	Notes not available.
4/26/2017	Meeting with Sarah	Timeline / Schedule, Revised Review Process, Revised Outline, To Do List Updates
4/28/2017	Call with Sarah	Review of Workshop #2 Findings report, Batch 1 and 2 Text Edits, H-GAC Style Guide Questions
5/12/2017	Meeting with Sarah	Schedule Changes & To Do Lists
5/19/2017	Call with Sarah	Style Guide, Accessibility Requirements, GBEP Review, Introduction Re-vamp, Name Alternative for Global Plan Elements
5/31/2017	Meeting with Sarah	Workshop #2 Findings report, Public Comment Log, Revised Text Timelines, Comprehensive Edits, Monitoring Partners List
6/13/2017	Call with Sarah	Comprehensive Draft 1 Discussion - Prior to Send Out

6/23/2017	Meeting with Sarah	GBEP Edits / Changes to Nomenclature, TAC Review, EPA Review
7/12/2017	Meeting with Sarah	Project Status Update, July 19 GBC Meeting Preparation, MR and PPE Priority Plan Language Options
7/17/2017	Call with Sarah	Syntax, Nomenclature of Hierarchy, Technical Section Introductions, Potential Facilitated Meeting w/GBEP Staff, Language Preferences
7/20/2017	Call with Sarah	GBC Presentation & Discussions with EPA Contact
7/27/2017	Meeting with Sarah	All-Day Facilitated Discussion RE: Outline, Hierarchal Language, Action Plans, Outstanding TAC Issues, Next Steps & Milestones
8/24/2017	Call with Sarah	Content Discussion, Eblast Status, Technical Templates Status, Letters of Support, Contract Extension
8/30/2017	Call with Sarah	Content-Specific Discussions
9/6/2017	Call with Sarah	Content Discussion, Eblast Status, Technical Templates Status, Letters of Support, Contract Extension
9/20/2017	Call with Sarah	Content Discussion, Outstanding Text from GBEP, Crosswalk / Actions, Timing for Sharing DRAFT Plan
9/29/2017	Call with Sarah	Amendment Discussion
10/25/2017	Call with Sarah	Status of Letters of Support, Comprehensive Draft 3 Status, Public Comment Log, Amendment 1, Revised Timeline
11/17/2017	Call with Sarah	Comprehensive Draft 3, Amendment 1, Revised Timeline
11/29/2017	Meeting with Sarah	Revised Amendment 1 / Budget Discussion
12/1/2017	Call with Sarah	Amendment 1 Follow Discussion (Contract Budget / Tasks Remaining)
12/8/2017	Call with Sarah	Check In: Amendment 1 Follow Discussion (Contract Budget / Tasks Remaining)
1/8/2018	Call with Sarah	Check In: Amendment 1, draft document taskers, planning for release to GBC / subcommittees
1/31/2018	Presentation of draft to GBC	H-GAC Presented The Galveston Bay Plan, 2nd Edition draft to GBC / Subcommittees
2/13/2018	Meeting w/GBEP Staff	Group review / discussion of outstanding GBC / subcommittee edits and comments for incorporation prior to release for Public Comment.
2/20/2018	Call with Sarah	Discussed outstanding updates to draft document, as well as training timeline and day-of details.
2/26/2018	Workshop #3 Training w/GBEP Staff	Training call for Workshop #3 / Open House Facilitators
2/27/2018	Call with Sarah and Cynthia	Open House Talking Points Discussion / Media Inquiries
3/5/2018	Workshop #3	Notes unavailable until completion of Public Comment period (3/5 - 4/4)

QUARTERLY PROGRESS REPORT 07

Date: 6/25/18

Reporting Period: 3/1/18 to 5/31/18

Project Title: Galveston Bay Estuary Program (GBEP) Comprehensive Conservation and Management Plan Revision

TCEQ Contract #: 582-17-70188

Performing Party: Houston-Galveston Area Council (H-GAC)

TCEQ Project Manager: Sarah Bernhardt

Phone #: (281) 486-1240 Email: Sarah.Bernhardt@tceq.texas.gov

H-GAC Project Manager: Kathy Janhsen

Phone #: (713) 993-2423 Email: kathy.janhsen@h-gac.com

TASK 1: PROJECT MANAGEMENT

Subtask 1.1: Project Oversight–

H-GAC will provide technical and fiscal oversight of the project to ensure Tasks and Deliverables are acceptable and completed as scheduled and within budget. Project oversight status will be provided to the TCEQ Project Manager with the Quarterly Progress Reports (QPRs)/Financial Status Reports (FSRs).

1. Status:

- Ongoing

2. Accomplishments during Reporting Period:

- QPR was submitted for sixth reporting period.
- Amendment #1 was executed on 4/13/18. Kickoff meeting with the TCEQ project manager and team completed on 5/3/18.

3. Problems or Obstacles Encountered:

- None to report.

4. Task Activities that should Occur During the Next Quarter:

- Continued technical and fiscal oversight of the project.

Subtask 1.2: QPRs -

H-GAC will prepare electronic QPRs for submission to TCEQ. QPRs will document all activities performed and costs incurred quarterly and will be submitted by the 30th of December, March, June and September. For the final quarter of the Contract period, QPRs are required to be submitted monthly, within 15 days after the close of each month, with the exception of the final QPR, which is due within 45 days after the close of the Contract.

The QPRs are to include the following:

- *status of Deliverables for each Task;*

- *brief narrative description in QPR format.*

1. Status:

- Ongoing

2. Accomplishments during Reporting Period:

- QPR 07 for reporting period 3/1/18 – 5/31/18 submitted on 6/25/18.

3. Problems or Obstacles Encountered:

- None to report.

4. Task Activities that should Occur During the Next Quarter:

- QPR for next quarter will be submitted in accordance with deliverable schedule.

Subtask 1.3: FSRs –

H-GAC will submit FSRs to the TCEQ Contract Manager in accordance with the Special Terms and Conditions regarding Invoice Submittal.

1. Status:

- Ongoing

2. Accomplishments during Reporting Period:

- FSR 07 for reporting period 3/1/18 – 5/31/18 to be submitted by 6/31/18.

3. Problems or Obstacles Encountered:

- None to report.

4. Task Activities that should Occur During the Next Quarter:

- FSR for next reporting period to be submitted by due date.

Subtask 1.4: Contract Communication –

H-GAC will participate in a post-award orientation meeting with TCEQ within 30 days of Contract execution. Meeting minutes will be due 15 days after the meeting. H-GAC will participate in regular monthly project coordination meetings through telephone, email and/or in person with the TCEQ Project Manager regarding the status and progress of the project. H-GAC will maintain regular telephone and/or email communication with the TCEQ Project Manager regarding the status and progress of the project and on any matters that require attention between QPRs. Matters that must be communicated to the TCEQ Project Manager include, but are not limited to:

- *Notification a minimum of 14 days before H-GAC has scheduled public meetings or events, initiation of construction, or other major Task activities.*
- *Notification within 48 hours regarding events or circumstances that may require changes to the Budget, Scope of Work, or Schedule of Deliverables.*

1. **Status:**
 - Ongoing
2. **Accomplishments during Reporting Period:**
 - Continued communication between H-GAC and TCEQ project manager and staff.
 - Multiple updates to the detailed timeline were provided to the TCEQ project manager.
3. **Problems or Obstacles Encountered:**
 - None to report.
4. **Task Activities that should Occur During the Next Quarter:**
 - Continued communication between H-GAC and TCEQ project manager and staff.

Subtask 1.5: Committee Meetings –

H-GAC will participate in meetings with an advisory committee comprised of the TCEQ Project Manager, the GBC chair, the TCEQ GBC representative, the EPA GBC representative and key stakeholders, as well as meetings with other stakeholder committees, as needed. H-GAC will facilitate the meetings, including drafting agendas and presentations in consultation with the TCEQ Project Manager, circulating agendas and materials prior to meetings, and sharing findings in response to any questions posed during meetings. Meeting summaries will be drafted by H-GAC and will be due 15 days after each meeting. Meeting summaries will include presentations given, and follow up to issues identified in meetings.

1. **Status:**
 - Ongoing
2. **Accomplishments during Reporting Period:**
 - None to report.
3. **Problems or Obstacles Encountered:**
 - None to report.
4. **Task Activities that should Occur During the Next Quarter:**
 - Presentation of *The Galveston Bay Plan, 2nd Edition* final draft for Galveston Bay Council adoption planned for August / September 2018.

Subtask 1.6: Project Article –

H-GAC will provide an article for the GBEP briefing papers (one-page format) upon request by the TCEQ Project Manager. The article will include a brief summary of the project and describe the activities of the past fiscal year.

1. **Status:**
 - Complete.
2. **Accomplishments during Reporting Period:**
 - None to report.
3. **Problems or Obstacles Encountered:**
 - None to report.
4. **Task Activities that should Occur During the Next Quarter:**
 - None to report.

TASK 2: PUBLIC ENGAGEMENT

Subtask 2.1: Draft and Final Public Engagement Plan –

H-GAC will create a public engagement plan at the onset of the project. The public engagement plan will outline the proposed public workshops and the proposed methods of communicating details about the GBP revision with stakeholders, local governments and the community. Engagement techniques may include use of questionnaires, websites with information on project schedule, scope, progress, opportunities to participate and draft materials.

1. **Status:**
 - Complete.
2. **Accomplishments during Reporting Period:**
 - None to report.
3. **Problems or Obstacles Encountered:**
 - a. None to report.
4. **Task Activities that should Occur During the Next Quarter:**
 - None to report.

Subtask 2.2: Workshop Facilitation –

H-GAC will host public workshops designed to facilitate the GBP revision process. H-GAC responsibilities include drafting agendas and presentations in consultation with the TCEQ Project Manager, circulating agendas and materials prior to meetings, and sharing findings in response to any questions posed during meetings. Meeting summaries will be drafted by H-GAC and will be due 15 days after each meeting. Meeting summaries will include presentations given and follow up to issues identified in meetings.

1. **Status:**
 - Complete
2. **Accomplishments during Reporting Period:**
 - Workshop #3 / Open House for Public Comment was held on 3/5/18.
3. **Problems or Obstacles Encountered:**
 - None to report.
4. **Task Activities that should Occur During the Next Quarter:**
 - None to report.

Subtask 2.3: Public Workshop #1 –

The objective of the first workshop is to provide an opportunity for the public to participate in a discussion regarding prioritizing GBP objectives and action plans. The specific format of the workshop will be determined in the Public Engagement Plan (Subtask 2.1). The TCEQ Project Manager will also attend and assist with the workshop.

1. **Status:**
 - Complete.

2. **Accomplishments during Reporting Period:**
 - None to report.
3. **Problems or Obstacles Encountered:**
 - None to report.
4. **Task Activities that should Occur During the Next Quarter:**
 - None.

Subtask 2.4: Public Workshop #2 –

The objective of the second workshop is to vet the prioritized framework and action plans with a focus on implementation feasibility.

1. **Status:**
 - Complete
2. **Accomplishments during Reporting Period:**
 - Final and approved meeting summary for workshop #2 and the digital questionnaires submitted on 6/13/17.
3. **Problems or Obstacles Encountered:**
 - None to report.
4. **Task Activities that should Occur During the Next Quarter:**
 - None to report.

Subtask 2.5: Public Workshop #3 –

The objective of the third workshop is to release the draft plan for public comment.

1. **Status:**
 - Complete
2. **Accomplishments during Reporting Period:**
 - Workshop #3 / Open House for Public Comment was held on 3/5/18.
 - A meeting summary for workshop #3 and additional public comment received 3/5/18 - 4/4/18 was submitted on 5/7/18.
3. **Problems or Obstacles Encountered:**
 - None to report.
4. **Task Activities that should Occur During the Next Quarter:**
 - None to report.

Subtask 2.6: Public Comment Period on Draft Plan Revision –

Utilizing a user-friendly on-line format, H-GAC will solicit comments on the draft plan revisions during a public comment period of at least 30 days. H-GAC will also provide an opportunity to provide comments in a non-online format. All comments received will be documented. H-GAC will provide all draft responses to public comments to the TCEQ Project Manager for review and approval before making the responses public.

1. **Status:**
 - Ongoing
2. **Accomplishments during Reporting Period:**

- A total of 427 comments were received between 3/5/18 - 4/4/18.
- H-GAC provided draft comment responses to the TCEQ project manager on 4/4/18, and then again in a revised format on 4/16/18, sorted by document sections.
- H-GAC provided a draft letter template for public comment responses to the TCEQ project manager on 4/26/18.

3. Problems or Obstacles Encountered:

- None to report.

4. Task Activities that should Occur During the Next Quarter:

- TCEQ project manager and team to provide H-GAC with final recommendations for addressing public comments, to be incorporated into the final draft of the document.

Subtask 2.7: Plan Revision Website –

H-GAC will develop a GBP revision website. At a minimum, the website will publicize the GBP revision public planning opportunities and provide a location for downloading the final plan revision. The website will also include the Executive Summary and a crosswalk between the 1995 GBP and the new GBP revision. Drafts of website materials will be shared with the TCEQ Project Manager prior to being released to the public.

1. Status:

- a. Ongoing

2. Accomplishments during Reporting Period:

- Plan website is live and active (www.galvestonbayplan.org). The website has been updated to include the workshop #1 summary and workshop #2 summary. Workshop #3 summary will be posted, once approved.
- Maintained web-based comment form for public comment (closed on 4/4/18 at 4 p.m.).

3. Problems or Obstacles Encountered:

- None to report.

4. Task Activities that should Occur During the Next Quarter:

- Ongoing maintenance of project website, including posting the link to the final draft of the document.

TASK 3: DRAFT PLAN REVISION FRAMEWORK AND PRIORITIZATION

Subtask 3.1: Consolidate Existing Work Efforts –

H-GAC will review and incorporate the Implementation Review and Crosswalk of the 1995 GBP CCMP and the 2009 “SAP” goals and objectives (provided by the TCEQ Project Manager) and other relevant data sources into a summary chart of existing work efforts, which will be used in the facilitation of Public Workshop #1 (Subtask 2.3).

1. Status:

- a. Ongoing

2. Accomplishments during Reporting Period:

- A comprehensive draft of the crosswalk was included in *The Galveston Bay Plan, 2nd Edition* DRAFT.

3. Problems or Obstacles Encountered:

- None to report.

4. Task Activities that should Occur During the Next Quarter:

- The crosswalk will be revised as needed, based on feedback received during the Public Comment period.

Subtask 3.2: Conduct Prioritization Exercise –

Utilizing a facilitated process including, but not limited to Public Workshop #1 (Subtask 2.3), H-GAC will prioritize the revised CCMP objectives and create visualizations of the resulting prioritization.

1. Status:

- Complete.

2. Accomplishments during Reporting Period:

- None to report.

3. Problems or Obstacles Encountered:

- None to report.

4. Task Activities that should Occur During the Next Quarter:

- None to report.

Subtask 3.3: Create Plan Revision Framework –

H-GAC will create a framework for the GBP update (including prioritized objectives and action plans) in coordination with GBEP staff and GBC subcommittees. The draft revision framework will be shared with the TCEQ Project Manager for review. Any edits will be addressed and the final plan revision framework will be presented at Public Workshop #2 (Subtask 2.4).

1. Status:

- Complete.

2. Accomplishments during Reporting Period:

- None to report.

3. Problems or Obstacles Encountered:

- None to report.

4. Task Activities that should Occur During the Next Quarter:

- None to report.

TASK 4: DRAFT PLAN REVISION

Subtask 4.1: Review Plan Revision Framework –

The prioritized framework and action plans will be vetted by stakeholders, local governments and the public, (Public Workshop #2) with a focus on implementation feasibility.

1. **Status:**

- Complete.

2. **Accomplishments during Reporting Period:**

- None to report.

3. **Problems or Obstacles Encountered:**

- None to report.

4. **Task Activities that should Occur During the Next Quarter:**

- None to report.

Subtask 4.2: Write Draft Plan Revision –

Stakeholder, local government and public comments (received in Public Workshops #1 and #2) will be incorporated into the draft plan revision. Per NEP CCMP Revision Guidelines, the GBP revision will include, (but not be limited to):

- *Summary table listing the prior CCMP's actions completed, revised, ongoing, and obsolete*
- *Description of how the NEP has contributed to or supported activities that helped develop new information*
- *A map of the study area*
- *Description of the NEP's program structure and membership*
- *Discussion of proposed changes in CCMP actions*
- *Monitoring approach*
- *Finance strategy*
- *Habitat/restoration strategy*
- *Public review process and summary of public comments*
- *Crosswalk table comparing the 1995 GBP with the revised GBP*

The draft plan revision will be delivered to TCEQ project manager and the advisory committee for review and comments. Comments will be addressed and the draft plan revised accordingly.

1. Status:

- Ongoing

2. Accomplishments during Reporting Period:

- *The Galveston Bay Plan, 2nd Edition* draft was released for public comment on 3/5/18.
- A total of 427 comments were received between 3/5/18 - 4/4/18, which will be addressed and / or incorporated into the final draft of the document.

3. Problems or Obstacles Encountered:

- None to report.

4. Task Activities that should Occur During the Next Quarter:

- Reviewing and incorporating public comment into *The Galveston Bay Plan, 2nd Edition* draft.

Subtask 4.3: Present Draft Plan Revision –

The draft plan revision will be coordinated with GBEP and the advisory committee and presented to the GBC for approval. The draft plan will be submitted to the TCEQ Project Manager for TCEQ management review and approval prior to the presentation of the draft plan revision to the GBC.

1. Status:

- Complete.

2. Accomplishments during Reporting Period:

- None to report.

3. Problems or Obstacles Encountered:

- None to report.

4. Task Activities that should Occur During the Next Quarter:

- None to report.

Subtask 4.4: Draft Plan Revision Released for Public Comment –

The draft plan revision will incorporate any feedback or edits received from the TCEQ Project Manager and the GBC. The draft plan revision will be publicized and released for public, local government and stakeholder comment. The draft plan revision will be available in a digital format on the plan revision website, with the ability to provide online comments. It will also be available in hard-copy format. The public comment period will be open for at least 30 days (Subtask 2.6). Public Workshop #3 (Subtask 2.5) will provide an in-person format for receiving public comments.

1. Status:

- Complete

2. Accomplishments during Reporting Period:

- *The Galveston Bay Plan, 2nd Edition* draft was released for public comment on 3/5/18.
- A total of 427 comments were received between 3/5/18 - 4/4/18, which will be addressed and / or incorporated into the final draft of the document.

3. Problems or Obstacles Encountered:

- None to report.

4. Task Activities that should Occur During the Next Quarter:

- None to report.

TASK 5: FINAL PLAN

Subtask 5.1: Final Plan -

H-GAC will address comments on the draft plan and incorporate changes in consultation with the TCEQ Project Manager. All responses to public comments and revisions to the draft final plan revision will require the TCEQ Project Manager's approval. Upon TCEQ Project Manager approval, the GBP revision will be submitted to TCEQ and the advisory committee for approval.

1. Status:

- Not yet begun.

2. Accomplishments during Reporting Period:

- None to report.

3. Problems or Obstacles Encountered:

- None to report.

4. Task Activities that should Occur During the Next Quarter:

- H-GAC to revise document based on public comments.

Subtask 5.2: Presentation to GBC for Plan Approval –

The final plan revision will be presented to the GBC for final approval. This meeting will be open to the public. The draft presentation will be submitted to the TCEQ Project Manager prior to the public presentation. Any final changes requested by the GBC will be submitted for approval to the TCEQ Project Manager, then incorporated into the final plan revision.

1. Status:

- Not yet begun.

2. Accomplishments during Reporting Period:

- None to report.

3. Problems or Obstacles Encountered:

- None to report.

4. Task Activities that should Occur During the Next Quarter:

- None.

TASK 6: FINAL REPORT

Subtask 6.1: Draft Final Report –

H-GAC will provide a Draft Final Report summarizing all project activities, findings, and the contents of all previous Deliverables, referencing and/or attaching them as web links or appendices. This comprehensive report will provide analysis of all Activities and Deliverables under this Scope of Work. The Draft Final Report should be structured per the following outline:

Title;
Table of Contents;
Executive Summary;
Introduction;
Project Significance and Background;
Methods;
Results and Observations;
Discussion;
References; and
Appendices.

1. Status:

- Not yet begun.

2. Accomplishments during Reporting Period:

- None to report.

3. Problems or Obstacles Encountered:

- None to report.

4. Task Activities that should Occur During the Next Quarter:

- Presentation of *The Galveston Bay Plan, 2nd Edition* final draft for Galveston Bay Council adoption planned for August / September 2018.

Subtask 6.2: Final Report –

H-GAC will revise the Draft Final Report to address comments provided by the TCEQ Project Manager and the EPA. H-GAC will submit the Final Report to the TCEQ Project Manager, who will subsequently submit it to EPA.

1. Status:

- Not yet begun.

2. Accomplishments during Reporting Period:

- None to report.

3. Problems or Obstacles Encountered:

- None to report.

4. Task Activities that should Occur During the Next Quarter:

- None

TASK 7: ADDITIONAL REVIEW, EDITS & REVISIONS

Subtask 7.1: Additional Review, Edits & Revisions

Per Amendment #1, executed on 4/13/18, H-GAC will provide for any additional reviews, edits, revisions or comments as requested by the TCEQ and/or based on Galveston Bay Council, Galveston Bay Estuary Program, Technical Advisory Committee, and/or Public Comment input not outlined under other tasks.

1. Status:

- Pending

2. Accomplishments during Reporting Period:

- None to report.

3. Problems or Obstacles Encountered:

- None to report.

4. Task Activities that should Occur During the Next Quarter:

- To be completed, as identified.

TASK 8: EXECUTIVE SUMMARY

Subtask 8.1: Draft Executive Summary

H-GAC will use content from the draft plan to create an Executive Summary that details Plan Priorities, Action Plans, Actions and Objectives to a broader audience, including elected officials and members of the public.

The TCEQ Project Manager will review the Draft Executive Summary and determine whether additional review is needed by third parties.

1. **Status:**

- Ongoing

2. **Accomplishments during Reporting Period:**

- Executive Summary kickoff meeting held on 5/3/18.

3. **Problems or Obstacles Encountered:**

- None to report.

4. **Task Activities that should Occur During the Next Quarter:**

- Creation of Executive Summary Outline and end user survey.

Subtask 8.2: Final Executive Summary

H-GAC will use content from the final plan to create an Executive Summary that details Plan Priorities, Action Plans, Actions and Objectives to a broader audience, including elected officials and members of the public.

The content of the Executive Summary will be put into a layout, to include infographics, figures, exhibits and tables in an easy-to-read format. The length of the Executive Summary will be no longer than 20 front / back pages. Upon conclusion of the project, all graphics files, and associated fonts and links, will be given to the TCEQ Project Manager for future use.

5. **Status:**

- Pending

6. **Accomplishments during Reporting Period:**

- None to report.

7. **Problems or Obstacles Encountered:**

- None to report.

8. **Task Activities that should Occur During the Next Quarter:**

- None to report.

SCHEDULE OF DELIVERABLES

Deliverable and associated Subtask	Due Date(s)	Status
QPRs (1.2)	30 days after the close of each quarter; monthly during last quarter. Final QPR due 45 days after close of contract.	QPR#1- 12/15/16 QPR #2- 3/27/17 QPR #3- 6/29/17 QPR #4- 9/28/17 QPR #5- 12/22/17 QPR #6- 3/21/18 QPR #7 – 6/25/18
FSRs (1.3)	See Special Terms and Conditions No. 7, Invoice Submittal	FSR #1 – 12/30/16 FSR #2- 3/30/17 FSR #3- 6/30/17 FSR #4- 9/30/17 FSR #5- 12/30/17 FSR #6- 3/31/18 FSR #7 – 6/28/18* *(anticipated)
Contract communication (1.4)	Include summary in QPRs	See Attachment A.
Draft public meeting agendas and materials (1.5, 2.2)	14 days prior to scheduled meeting dates	Complete for workshop #1, 9/7/16, Complete for workshop #2, 1/26/17. Complete for workshop #3, 2/22/18.
Meeting summaries and final agendas from all meetings, including public engagement workshops 1, 2, and 3.	Within 15 days of each meeting	Complete for workshop #1, submitted 11/16, Completed for workshop #2, draft submitted. Workshop #3 draft summary submitted on 5/7/18.
Project Article (1.6)	Upon request by TCEQ Project Manager	Completed
Public Engagement Plan (2.1)	October 1, 2016	Completed 10/16
Public Workshop #1 (2.3)	October 2016	Completed 10/26/16

Deliverable and associated Subtask	Due Date(s)	Status
Public Workshop #2 (2.4)	March 2017	Completed 3/1/17
Public Workshop #3 (2.5)	Date To Be Determined	Completed 3/5/18
Plan revision website (2.7)	Establish website within 30 days of Contract execution. Ongoing updates summarized in QPRs. Final website including links to all sections of plan revision completed by October 31, 2017	Website establishment complete 10/16. Website updates ongoing. Final website with final plan revision pending.
Summary of all plan comments and responses received during public comment period (2.6)	Date To Be Determined	Completed 4/4/18 (revised 4/16/18)
Summary chart of existing efforts (3.1)	October 1, 2016	Complete
Prioritization exercise and visualization results (3.2)	November 9, 2016	Complete, prioritization results submitted in Workshop #1 meeting summary in 11/16.
Draft plan revision framework and public draft plan revision framework (3.3)	December 1, 2016 and January 1, 2017	Complete. Draft frameworks for each focus area developed for workshop #2 on 4/21/7.
Review plan revision framework (2.4, 4.1)	January 2017	Complete. Draft plan framework reviewed at workshop #2 on 3/1/17.
Draft of draft plan revision and draft plan in digital and hard-copy format for public review (4.2)	Date To Be Determined	Completed 3/5/18.
Present draft plan revision to GBC (4.3)	Date To Be Determined	Completed 1/31/18.

Deliverable and associated Subtask	Due Date(s)	Status
Public comment period, including on-line commenting system (2.6 and 4.5)	Date To Be Determined	Completed
Draft final Plan revision and final plan revision (5.1)	Date To Be Determined	Pending
Draft final Plan revision presentation to TCEQ Project Manager, and final plan revision presentation to GBC (5.2)	Date To Be Determined	Pending
Draft Final Report (6.1)	Within 45 days of the Contract completion date	Pending
Final Report (6.2)	Within 15 days of comments from the TCEQ Project Manager or no later than two weeks prior to the Contract completion	Pending
AMENDEMENT 1 TASK Complete additional reviews, edits, revisions or comments as requested by the TCEQ (7.1)	As needed	Ongoing
AMENDEMENT 1 TASK Draft Executive Summary (digital) (8.1)	By or before October 2018	Pending
AMENDEMENT 1 TASK Final Executive Summary (Digital Materials & Prints) (8.2)	By or before December 2018	Pending

ATTACHMENT A
MEETING LOG: Q01 -Q05

DATE	TYPE	DISCUSSION ITEMS?
7/28/2016	Meeting with Sarah	Workshop #1 Brainstorming
8/24/2016	Meeting with Sarah	Kick-Off Meeting (Contract, TAC Composition, NEP Questionnaire & Draft PEP)
9/7/2016	Call with Advisory Committee	Notes not available.
9/20/2016	Meeting with Sarah	Notes not available.
10/14/2016	Meeting with Sarah	Notes not available.
10/22/2016	Workshop #1 / Open House	See workshop meeting report online.
11/22/2016	Meeting with Sarah	Notes not available.
12/1/2016	WSQ Subcommittee Meeting	WSQ Framework for The Plan
12/8/2016	Call with Sarah	Conference Call
12/12/2016	M&R Subcommittee Meeting	M&R Framework for The Plan
1/12/2017	NRU Subcommittee Meeting	NRU Framework for The Plan
1/12/2017	Meeting with Sarah, Nancy, GBEP Staff	Workshop #2 Discussion (FEP Submitted & Discussed)
1/17/2017	PPE Subcommittee Meeting	PPE Framework for The Plan
1/24/2017	Call with Sarah	Workshop #2 Discussion
2/2/2017	Lunch Meeting w/Sarah	The Galveston Bay Plan Revision Outline
2/8/2017	Meeting with Sarah	Workshop #2 Walk-Thru & Discussion
2/21/2017	Workshop #2 Training w/GBEP Staff	Materials & Activities Dry Run and Discussion
3/1/2017	Workshop #2	See workshop meeting report online.
3/23/2017	Meeting with Sarah	Notes not available.
4/26/2017	Meeting with Sarah	Timeline / Schedule, Revised Review Process, Revised Outline, To Do List Updates
4/28/2017	Call with Sarah	Review of Workshop #2 Findings report, Batch 1 and 2 Text Edits, H-GAC Style Guide Questions
5/12/2017	Meeting with Sarah	Schedule Changes & To Do Lists
5/19/2017	Call with Sarah	Style Guide, Accessibility Requirements, GBEP Review, Introduction Re-vamp, Name Alternative for Global Plan Elements
5/31/2017	Meeting with Sarah	Workshop #2 Findings report, Public Comment Log, Revised Text Timelines, Comprehensive Edits, Monitoring Partners List
6/13/2017	Call with Sarah	Comprehensive Draft 1 Discussion - Prior to Send Out

6/23/2017	Meeting with Sarah	GBEP Edits / Changes to Nomenclature, TAC Review, EPA Review
7/12/2017	Meeting with Sarah	Project Status Update, July 19 GBC Meeting Preparation, MR and PPE Priority Plan Language Options
7/17/2017	Call with Sarah	Syntax, Nomenclature of Hierarchy, Technical Section Introductions, Potential Facilitated Meeting w/GBEP Staff, Language Preferences
7/20/2017	Call with Sarah	GBC Presentation & Discussions with EPA Contact
7/27/2017	Meeting with Sarah	All-Day Facilitated Discussion RE: Outline, Hierarchal Language, Action Plans, Outstanding TAC Issues, Next Steps & Milestones
8/24/2017	Call with Sarah	Content Discussion, Eblast Status, Technical Templates Status, Letters of Support, Contract Extension
8/30/2017	Call with Sarah	Content-Specific Discussions
9/6/2017	Call with Sarah	Content Discussion, Eblast Status, Technical Templates Status, Letters of Support, Contract Extension
9/20/2017	Call with Sarah	Content Discussion, Outstanding Text from GBEP, Crosswalk / Actions, Timing for Sharing DRAFT Plan
9/29/2017	Call with Sarah	Amendment Discussion
10/25/2017	Call with Sarah	Status of Letters of Support, Comprehensive Draft 3 Status, Public Comment Log, Amendment 1, Revised Timeline
11/17/2017	Call with Sarah	Comprehensive Draft 3, Amendment 1, Revised Timeline
11/29/2017	Meeting with Sarah	Revised Amendment 1 / Budget Discussion
12/1/2017	Call with Sarah	Amendment 1 Follow Discussion (Contract Budget / Tasks Remaining)
12/8/2017	Call with Sarah	Check In: Amendment 1 Follow Discussion (Contract Budget / Tasks Remaining)
1/8/2018	Call with Sarah	Check In: Amendment 1, draft document taskers, planning for release to GBC / subcommittees
1/31/2018	Presentation of draft to GBC	H-GAC Presented The Galveston Bay Plan, 2nd Edition draft to GBC / Subcommittees
2/13/2018	Meeting w/GBEP Staff	Group review / discussion of outstanding GBC / subcommittee edits and comments for incorporation prior to release for Public Comment.
2/20/2018	Call with Sarah	Discussed outstanding updates to draft document, as well as training timeline and day-of details.
2/26/2018	Workshop #3 Training w/GBEP Staff	Training call for Workshop #3 / Open House Facilitators
2/27/2018	Call with Sarah and Cynthia	Open House Talking Points Discussion / Media Inquiries
3/5/2018	Workshop #3	See draft workshop meeting report, submitted on 5/7/18.
4/9/18	Call with Sarah & Team	Discussion of draft public comment responses.
5/3/18	Executive Summary Kickoff Meeting w/GBEP Team	Proposed content of Executive Summary, timeline, and expectations.
5/11/18	Call with Sarah	Check-in on public comment responses, pending GBEP and TCEQ feedback.