

Quarterly Project Report: June 2018

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

Task Activities

H-GAC has begun interviewing potential consultants; To be procured after contract and budget revisions are approved by TCEQ.

Project Update

Bryan Eastham and Sarah Bernhardt scheduled a follow-up conference call on 4/19/18 to discuss contract revisions and budget revisions proposed by H-GAC. Meeting minutes re attached. Joey Kaspar re-submitted contract revisions to Bryan Eastham, Sarah Bernhardt, and Lisa Marshall on 4/19/18. Bryan initiated the contract and budget revisions on 5/1/18.

Status of Deliverables

TASK 1: Project Administration

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

Task 1 Deliverables:

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

TASK 2: Kick-off Meeting with Partner Municipality

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

Task 2 Deliverables:

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

TASK 3: Barrier Identification and Recommendations

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

Task 3 Deliverables:

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

Proposed Project Revisions

- To be submitted after another meeting with GBEP.

Contract Initiation Follow-Up Meeting

April 19, 2018
10:00am-10:30am

Conference Call Attendees:

H-GAC

Stephanie Beckford
Justin Bower
Joey Kaspar
Cheryl Mergo

TCEQ

Sarah Bernhardt
Bryan Eastham
Cassidy Kempf

1. Project Update & Purpose of Meeting

- a. Joey Kaspar provided a brief description of H-GAC's proposal to remove tasks 2.1 and 2.2 from the scope of work. These tasks included a Kick-off Meeting and initial review of Mont Belvieu's and Manvel's codes and ordinances. No deliverables or services would be provided to either city through these tasks, and H-GAC felt the budget would be better allocated toward developing Maintenance agreement for Pearland.
 - i. Background: The original scope of work was drafted with a second year of funding in mind, but that funding was not approved. Tasks 2.1 and 2.2 were considered part of the transition into the following year that will no longer occur.
- b. H-GAC has a grant through TSSW (Texas State Soil and Water Conservation) to implement the Cedar Bayou Watershed Protection Plan. The City of Mont Belvieu falls within the Cedar Bayou watershed. The grantor has approved H-GAC's proposal to replicate the Promoting LID Implementation project in Mont Belvieu. The contract with TSSW ends on August 31, 2018.
- c. A copy of all deliverables for Mont Belvieu will be provided to the City of Pearland and City of Manvel, and all deliverables from Pearland will be shared with Mont Belvieu and Manvel.

2. Contract Discussion

- a. Sarah Bernhardt expressed that the proposed revisions were acceptable, and they were in spirit with the project's original goals and intent. She requested that our deliverables for Mont Belvieu be reported to TCEQ as well.
- b. H-GAC agreed, but Cheryl Mergo told her that any comments and feedback would be considered, but we would defer to the grantor of the TSSW contract. Justin Bower expressed that it was acceptable to submit any of our deliverables from the TSSW contract to TCEQ. Cheryl reiterated that TSSW would ultimately have the final say over the deliverables for Mont Belvieu.
- c. Joey explained that the TSSW contract ends on August 31st. While H-GAC welcomes TCEQ's comments, H-GAC may not have adequate time to address them.
- d. Sarah expressed understanding, and agreed to the terms Cheryl proposed.

3. Actions and Next Steps

- a. Brian Eastham will initiate the contract revisions, and copy Joey to the email.
- b. Joey and Brian will work together to re-word the Scope of Work
- c. H-GAC will develop a budget that reflects the removal of Tasks 2.1 and 2.2.
- d. Sarah recommended submitting the budget revisions and task revisions simultaneously.