

Quarterly Progress Report

FY18 Q4

Entity: Houston-Galveston Area Council

Contract No: 582-18-80218

Project Name: Water Quality Management Planning (WQMP)

Date Submitted: 9/14/18

Contractor Project Manager: Brian Sims

Approval Signature  Date 9/14/18

TCEQ Project Manager: Robert Grudier

Approval* Signature  Date 9/17/18

* The TCEQ Project Manager's signature indicates that the QPR is accepted as a project deliverable and also authorizes any changes in deliverable due dates requested in the Deliverables sheet. Approved due date changes should be inserted in the "Current Due Date" column in the next QPR.

1. When ready to submit the QPR to TCEQ, the Contractor Project Manager must date and sign the cover page with an electronic signature (i.e., scanned signature). Send the signed Excel document to the TCEQ Project Manager.
2. The TCEQ Project Manager will review and either: 1) Send back with comments or 2) approve, sign, date, and e-mail a scanned copy of the approved QPR to the Contractor Project Manager.
3. After addressing comments email the updated Excel document the TCEQ Project Manager, along with a new date next to the electronic signature.
4. The TCEQ Project Manager will sign, date, scan and send the approved QPR to the Contractor Project Manager. A final version of the Excel document will also be sent.

If a deliverable is or will be late, a new due date must be proposed. If this is the case, a justification describing the circumstances necessitating the new due date must be provided.						
ID#	Sub Task #	Deliverable	Current Due Date	Date Sent	Discussion of Progress Last Quarter (Delete info from prior QPRs, and leave blank if no progress occurred)	Proposed New Due Date
8146	1.2	QPR (FY18Q1)	12/15/17	12/18/17	QPR submitted per deliverable	12/18/2017
8147	1.2	QPR (FY18Q2)	03/15/18	03/19/18	QPR submitted per deliverable	3/19/2018
8148	1.2	QPR (FY18Q3)	06/15/18	06/14/18	QPR submitted by Brian Sims	
8149	1.3	Invoice (FY18Q1)	12/30/17	12/30/17	QPR to be submitted prior to send date under separate cover	
8150	1.3	Invoice (FY18Q2)	03/30/18	03/30/18	QPR to be submitted prior to send date under separate cover	
8151	1.3	Invoice (FY18Q3)	06/30/18	06/30/18	QPR to be submitted prior to send date under separate cover	
8152	1.3	Invoice (FY18Q4) _ June	07/15/18	07/15/18		
8153	1.3	Invoice (FY18Q4) _ July	08/15/18	08/15/18		
8154	1.3	Invoice (FY18Q4) Aug	10/15/18	10/15/18	Final Invoice being prepared for submission.	
8155	1.4	Post Award Mtg minutes and notes	09/30/17	09/28/17	Minutes sent under separate cover	
8156	1.4	Quarterly Call (FY18Q2)	01/30/18	02/06/18	Call held and minutes disseminated.	
8157	1.4	Quarterly Call (FY18Q3)	04/30/18	04/10/18	Call held on 4/10/18 with RG,JB, and BS. Call notes emailed to RG on 4/12/18.	
8158	1.4	Quarterly Call (FY18Q4)	07/30/18	08/31/18		
8159	1.5	Final Project Summary	09/15/18	09/17/18	Final Project Summary emailed to TCEQ Project Manager	9/17/2018
8160	2.1	QAPP Planning Mtg minutes and notes	09/30/17	09/28/17	Minutes sent under separate cover (see 8155)	
8161	2.2	2nd Acquired Data QAPP Certification (no less than 90 days prior to the QAPP annual anniversary date)	03/02/18	02/26/18	Acert sent per discussion with TCEQ PM. The signed Acert was emailed to TCEQ PM on 4/12/18.	
8162	2.2	2nd Geospatial QAPP Certification (no less than 90 days prior to the QAPP annual anniversary date)	06/30/18	07/02/18	The signed Acert was emailed to TCEQ PM on 7/2/18.	7/2/2018

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ID#	Sub Task #	Deliverable	Current Due Date	Date Sent	Discussion of Progress Last Quarter (Delete info from prior QPRs, and leave blank if no progress occurred)	Proposed New Due Date
8166	3	Summary of Activities (in QPRs)	08/31/18	09/14/18	FY18Q4 submitted 9/14/18	
8163	3.1	Maps showing Service Area Boundaries, WW Outfalls, and SSO Analyses	07/01/18	07/12/18	Included in Draft WQMP Update	7/12/2018
8164	3.2	Summary Report of Regional SSO and DMR Data Analyses	07/01/18	07/12/18	Included in Draft WQMP Update	7/12/2018
8165	3.3	Response to CWSRF Project Review Requests (within 30 days of request by TCEQ)	08/31/18	08/31/18	Submitted with each review as requested by TCEQ.	
8167	4.1	San Bernard River Meeting materials and summary	08/31/18	09/14/18	Included with FY18Q4 QPR.	9/14/2018
8168	4.2	Quarterly NRAC Mtg (FY18Q1)	11/30/17	11/02/17	Meeting held with focus on Harvey recover, water quality impacts thereof.	
8169	4.2	Quarterly NRAC Mtg (FY18Q2)	02/28/18	02/01/18	Meeting held, and documents submitted	
8170	4.2	Quarterly NRAC Mtg (FY18Q3)	05/31/18	05/03/18	Meeting held 5/3/18. Documents submitted with QPR.	
8171	4.2	Quarterly NRAC Mtg (FY18Q4)	08/31/18	08/02/18	Meeting held to discuss WQMP Update Final Report.	
8173	5.1	List of training provided for AAs (in QPRs)	08/31/18	08/31/18	Included in applicable QPRs when training occurred.	
8172	5.1	Updated permitted OSSF database	07/01/18	07/12/18	Emailed to TCEQ PM	7/15/2018
8174	5.2	Updated unpermitted OSSF location analysis	07/01/18	07/12/18	Emailed to TCEQ PM	7/15/2018
8176	6.1	Documentation of Public Participation for WQMP Update	07/01/18	09/14/18	Included in FY18Q4 QPR	7/15/2018
8175	6.1	Draft WQMP Update	07/01/18	07/12/18	The Draft FY 18 WQMP Update was submitted by email to the TCEQ PM on 7/12/18.	7/15/2018

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ID#	Sub Task #	Deliverable	Current Due Date	Date Sent	Discussion of Progress Last Quarter (Delete info from prior QPRs, and leave blank if no progress occurred)	Proposed New Due Date
8177	6.2	Final WQMP Update	08/15/18	08/22/18	Final WQMP Update was accepted by H-GAC's Board of Directors on 8/22/18.	8/22/2018

Task/Issue	Additional Description of Quarterly Activities, Milestones, and Issues
1-Project Administration	<p><u>Quarter 1</u> H-GAC initiated the project, as amended by Amendment 1, with TCQ and held kickoff meeting. H-GAC staff transitioned between previous project manager Paniz Miesen to interim project manager Justin Bower. H-GAC staff worked through preliminary yearly project planning to ensure deliverables were on time and roles established.</p> <p><u>Quarter 2</u> H-GAC held quarterly communication with TCEQ PM. Justin Bower continued as interim PM, with a new H_GAC staff contact to come online in March, with Justin remaining in an advisory capacity after that point. Staff developed proposed FY19 project.</p> <p><u>Quarter 3</u> H-GAC held quarterly communication with the TCEQ Project Manager. A conference call was held on 4/10/18.</p> <p>The project was transitioned to Brian Sims as H-GAC Project Manager, with Justin Bower providing an advisory role.</p> <p>H-GAC and TCEQ staff discussed funding levels for FY 2019. Brian Sims provided a preliminary budget that utilizes the additional funds, and provided it to the TCEQ Project Manager on 5/30/18.</p> <p>The TCEQ Project Manager approved the expenditure of funds for CPR training for H-GAC project staff, as it would be beneficial to have staff that are trained and certified in CPR at public meetings.</p> <p><u>Quarter 4</u> Brian Sims requested extensions for the OSSF database, documentation of public participation in the WQMP, and the WQMP update.</p> <p>Brian Sims submitted the signed contract for the FY 19 WQMP Project on 7/16/18.</p> <p>Brian Sims prepared the Quarterly Progress Report and the Final Report Summary.</p> <p>Brian Sims prepared and submitted the contractor self-evaluation.</p>
2-Quality Assurance	<p><u>Quarter 1</u> H-GAC and TCEQ discussed quality assurance and QAPPs as part of the post-award meeting. H-GAC continued to work under the existing QAPPs.</p> <p><u>Quarter 2</u> H-GAC continued to work under the existing QAPPs. An annual certification review was conducted for the data QAPP submitted to TCEQ.</p> <p><u>Quarter 3</u> H-GAC continued to work under the existing QAPPs.</p> <p>TCEQ Project Manager Robert Grudier provided Justin Bower with a copy of the approved Expedited Amendment #2 to Data Acquisition QAPP on 4/10/18. Justin returned the signed A Cert back to Robert on 4/12/18.</p> <p><u>Quarter 4</u> H-GAC continued to work under the existing QAPPs. Brian Sims prepared Expedited Amendment #2 to the FY18 Geospatial QAPP. The Annual Review Certification for the Geospatial QAPP was submitted on 7/2/18.</p>
3- Wastewater Data Update and Coordination Geographic Information System (GIS)	<p><u>Quarter 1</u> Project staff assessed specific needs for this project year, including greater information on private utilities. Staff also considered the potential impact of Harvey on data resources.</p> <p><u>Quarter 2</u> H-GAC worked with local partners to refine approaches to data analyses (H-GAC NRAC; GBEP WSQ committee) and project needs for future projects. H-GAC staff continued to assess existing data in anticipation of data update beginning in Q3.</p> <p><u>Quarter 3</u> H-GAC staff continued to assess existing data and began acquiring new data beginning in Q3.</p> <p>Brian Sims requested and received an updated outfalls GIS layer from TCEQ. The layer that was on the TCEQ website was out-of-date.</p> <p>H-GAC staff met on multiple occasions to discuss the wastewater outfalls and service area boundaries layers that are deliverables for this project.</p> <p><u>Quarter 4</u> H-GAC worked with local partners to refine approaches to data analyses (H-GAC NRAC; GBEP WSQ committee) and project needs for future projects. Staff conducted additional analyses in response to requests by NRAC for incorporation into WQMP Update.</p>

4 - Support Watershed Planning	<p><u>Quarter 1</u> H-GAC worked with San Bernard stakeholders to coordinate information on Harvey Recovery, including development webinars with USDA/FSA for agricultural producers in areas that included this watershed. H-GAC received one SRF project for review during this quarter. H-GAC held the 11/2/17 NRAC meeting highlight water quality information following H and related recovery efforts.</p> <p><u>Quarter 2</u> H-GAC worked with San Bernard stakeholders to coordinate information on Harvey Recovery, including development webinars with USDA/FSA and NRCS for agricultural producers in areas that included this watershed (1/4 and 1/10). H attended a meeting of local stakeholders of the San Bernard to discuss the project on 2/10/18 (Friends of the River San Bernard Annual Meeting). H-GAC also discussed ongoing efforts to evaluate the dredging of the San Bernard with Cou Commissioners, and the efforts to address related issues with the Brazos gates on the Intercoastal waterway with local stakeholders. H-GAC received several SRF projects for review during this quarter, and will complete them prior to the day deadline. H-GAC held the 2/1/17 NRAC meeting to highlight WQMP data assessments, review NRAC roles, and evaluate NRAC participation in the Galveston Bay Plan update process. Project staff also helped support representative water quality and watershed efforts as part of the Galveston Bay Plan update process, held a booth at the area Natu Fest on 3/3, coordinated water quality concerns as part of a related Urban Forests project for a part of the project are coordinated with CRP staff on data sources and changes in the coming fiscal year.</p> <p><u>Quarter 3</u> H-GAC staff (Justin Bower) attended a Water and Sediment Quality (WSQ) Subcommittee meeting of the Galveston Bay Council Galveston Bay Estuary Program (GBEP) on 3/1/18. Justin discussed H-GAC's Regional Water Quality Management Plan Data Resources. H-GAC staff (Justin Bower and Brian Sims) attended a GBEP WSQ Subcommittee meeting on 6/7. This meeting was primarily to discuss the State of the Bay report. Also discussed were regional nonpoint source priorities and coordination with other regional watershed projects.</p> <p>H-GAC held the NRAC meeting on 5/3/18. Meeting topics included looking for environmental opportunities beyond water quality. Vishu Lingala with H-GAC presented on the current Regional Transportation Plan and how environmental factors will be considered. Jen Powis with the Coalition for environment. Equity, and Resilience provided an update on that.</p>
5- OSSF Database Update	<p><u>Quarter 1</u> H-GAC met with other regional partners to discuss data collection/assimilation techniques for potential upgrade of our database with the next QAPP. Local partners continued to submit OSSF data on a regular basis.</p> <p><u>Quarter 2</u> H-GAC met with other regional partners to discuss data collection/assimilation techniques for potential upgrade of our database with the next QAPP. Local partners continued to submit OSSF data on a regular basis.</p> <p><u>Quarter 3</u> H-GAC met with other regional partners to discuss data collection/assimilation techniques for potential upgrade of our database with the next QAPP. Local partners continued to submit OSSF data on a regular basis.</p> <p><u>Quarter 4</u> Local partners continued to submit OSSF data on a regular basis. The OSSF database was updated so that the information could be incorporated into the WQMP.</p>

6 - Water Quality Management Plan Update	<p><u>Quarter 1</u> No specific action on this Task this quarter.</p> <p><u>Quarter 2</u> No specific action on this Task this quarter.</p> <p><u>Quarter 3</u> Brian Sims prepared sections of the Draft Water Quality Management Plan (WQMP).</p> <p>Meetings were held with staff members from Water Resources and Forecasting to acquire, evaluate, and report the d needed for the WQMP.</p> <p><u>Quarter 4</u> Brian Sims submitted the Draft FY 18 WQMP Update on 7/12/18. This report was approved by the TCEQ PM with min comment.</p> <p>The NRAC met on 8/2/18 to discuss the WQMP Update. Comments were solicited prior to the meeting. A few membe the NRAC voiced concerns about the report at the meeting. Those comments included issues with content and style. NRAC voted to recommend that H-GAC's Board of Directors accept the report, provided that comments and concerns NRAC members were addressed. A separate NRAC WQMP Work Group meeting was held on 8/13/18. A revised Exec Summary was presented at this meeting, and additional comments (both verbal and written) were solicited. These comments were incorporated into the final document. The Final Report was accepted by H-GAC's Board of Directors of their 8/22/18 consent agenda. The Final Report was then submitted to TCEQ.</p> <p>Staff discussed possible changes to the WQMP Update report format for the upcoming project cycle.</p>

Note: The purpose of this sheet is to provide for an ongoing discussion of tasks to document overall progress and to raise any overall issues that don't relate to specific deliverables.

Note: Please address activities and issues related to contract amendments, budget revisions, and other administrative matters under Task 1.

For each project, the NPS project manager and Team Leader will determine which tasks/issues to include from the beginning. The contractor may determine if new entries should be included as the project progresses. This is intended to provide for a discussion of overall progress towards the completion of items that happen on an on-going basis. For instance, if monitoring is involved in a project, there would be an entry for monitoring. (These instructions are to be deleted to sending QPR shell to contractor.) As time goes on, maybe we can provide better written guidance to the contractors. For now, we'll just need to provide feedback along the way to get what is needed.

Describe any current or anticipated changes to the project budget.			
Match Amount:	NA	Total Match as of this Report:	0.00
Federal Amount:	91,441.00	Total Federal Paid as of this Report:	91,395.44
Total Contract Amount:	91,441.00	Total Paid as of this Report:	91,395.44
		Balance:	NA
		Balance:	\$45.56
		Balance:	\$45.56

Current Budget by FY:

	Match	Federal
FY18:	NA	\$91,441
Total:	NA	\$91,441

Current FY Quarterly Spending:

Include estimated invoice for this quarter

	Match	Federal
Q1:	NA	\$ 15,908.70
Q2:	NA	\$ 14,363.90
Q3:	NA	\$ 21,959.61
Q4:	NA	\$ 39,163.23
Total:	NA	\$ 91,395.44

Has the total budget for this fiscal year changed by more than 10% (Yes/No)?

No

If so, provide new budget by fiscal year estimates and justification for the change in the table below.

New Budget by FY:

	Match	Federal	Justification
FYxx:			
FYxx:			
FYxx:			
FYxx:			
Totals:			

Are all major deliverables on schedule (Yes/No)?

Yes

If no, provide an explanation below of the impact this will have on spending.

Have any nonconformances occurred in the previous quarter? Yes/No	No

Corrective Action Status Table

[illegible]

Please provide a listing of deliverables provided along with the QPR, and delete attachment references from prior quarters. Reference the "Deliverables Report" to get the Deliverable ID, Subtask #, and Deliverable Name.

[illegible]