

**TMDL Program**  
**FY 2018 Quarter 3 Progress Report**  
**Time Period Covered: 03/01/2018 – 05/31/2018**  
**Name of Project: Houston-Galveston Area TMDL Public Participation Project**  
**Contract No./Work Order 582-14-42709-11**

**Date: June 15, 2018**

**TASK #1 PROJECT ADMINISTRATION**

<b>Deliverable(s)</b>	<b>Due Date</b>	<b>Status</b>
List all deliverables under the task described above	List the due dates for each deliverable	If the deliverable has been completed, enter the date submitted to the TCEQ. If the deliverable has not been completed, briefly describe the status of each deliverable.
PRs (Task 1.1)	June 15, 2018	Completed on June 15, 2018.
Weekly E-mail Updates (Task 1.2)	At the start of each week	Provided hard copies with report.
FSRs (Task 1.3)	June 15, 2018	Provided as a separate report.

**Work Performed This Period – detail all activities for this task and briefly describe the progress on each deliverable:**

Work performed for this task during this period included writing and assembling the monthly report. Copies of weekly emails are attached. H-GAC worked during the Quarter with TCEQ to complete an amendment to add Task 5 Coastal Communities to the Work Order.

**TASK #2 PUBLIC OUTREACH AND SUPPORT FOR THE BIG AND RELATED IMPLEMENTATION ACTIVITIES**

<b>Deliverable(s)</b>	<b>Due Date</b>	<b>Status</b>
List all deliverables under the task described above	List the due dates for each deliverable	If the deliverable has been completed, enter the date submitted to the TCEQ. If the deliverable has not been completed, briefly describe the status of each deliverable.
Provide support for a minimum of two public meetings, workshops, or outreach activities and up to ten associate BIG work group meetings (Task 2.1)	As needed and scheduled	<u>WWTF/SSS Work Group: met on March 20, 2018.</u> <u>Stormwater/Construction met on March 20, 2018.</u> <u>Animals and Agriculture met on April 26, 2018.</u> <u>OSSF/Illicit Discharge met on May 2, 2018.</u> <u>Research and Monitoring met on May 7, 2018.</u> <u>Coordination and Policy met on May 30, 2018.</u>
Draft meeting or event agenda and materials (Task 2.2)	Two (2) weeks prior to meeting	Agenda developed and provided to the group two weeks prior to the meeting.
Draft meeting or event summary (Task 2.3)	Within two (2) weeks following completion of meeting	Informal meeting summary provided in weekly report.
Final agenda and meeting or event summary, list of attendees and contact information, and copies of any printed materials (Task 2.4)	Within thirty (30) days of the completion of the meeting	Final agenda, meeting materials, presentation (if needed) draft meeting formal summary and list of attendees provided with the 3 <sup>rd</sup> Quarter Progress Report.

Implementation Summary Report (Task 2.5)	August 31, 2018	Not started.
Digital copy of regional implementation database (Task 2.6)	August 31, 2018	Not due.

Work Performed This Period – detail all activities for this task and briefly describe the progress on each deliverable. Work in advance of the Annual Implementation report continued with the collection and analysis of implementation data collect from the TCEQ, EPA and stakeholders. Stakeholders met this quarter to provide information on implementation efforts carried out in 2017.

For each meeting, staff use a Doodle Poll to coordinate with work group members in determining the meeting date and time. Staff begin to communicate with the stakeholders generally a month prior to any meeting date. Once the date is selected, staff begin to construct the meeting materials which includes a meeting agenda, a draft summary of the previous meeting, and source material for meeting agenda items. A presentation is sometimes created for the work groups. The meeting agenda and presentation (if developed) is shared with TCEQ usually two weeks in advance of the meeting. The agenda is then shared with the work group via email and meeting reminders at two weeks, one week and the day before are generated. Following the meetings, brief summaries were provided within the weekly reports. A draft summary of each meeting has been included with the progress report.

WWTF/SSS Work Group: The work group met on March 20, 2018. Attendees discussed the 2018 Annual Report, collecting 2017 implementation effort, and how to proceed with addressing the 5<sup>th</sup> year of implementation. The group considered data, analysis and other information needs to fully assess implementation progress and to determine if any changes are need to the I-Plan. Attendees were interested in TCEQ's response to a letter submitted to the TCEQ from the BIG. Several items in the letter related to the WWTF and SSS areas of the I-Plan. The response might assist the group in determining how to change the I-Plan to reflect better measures of success.

Stormwater/Construction: The work group met on March 26, 2018. Attendees discussed the 2018 Annual Report, collecting 2017 implementation effort, and how to proceed with addressing the 5<sup>th</sup> year of implementation. The group considered data, analysis and other information needs to fully assess implementation progress and to determine if any changes are need to the I-Plan. Attendees were interested in TCEQ's response to a letter submitted to the TCEQ from the BIG. One items in the letter related to the Stormwater area of the I-Plan. The response might assist the group in determining how to change the I-Plan to reflect better measures of success.

Animals and Agriculture: The work group met on April 26, 2018. Attendees discussed the 2018 Annual Report, collecting 2017 implementation effort, and how to proceed with addressing the 5<sup>th</sup> year of implementation. The group considered data, analysis and other information needs to fully assess implementation progress and to determine if any changes are need to the I-Plan. Attendees discussed how to address Silviculture in the revision of the I-Plan. Silviculture is not currently included in the I-Plan but a sizeable amount of silviculture was added when the East Fork of the San Jacinto River was joined to the BIG project area.

OSSF/Illicit Discharge: The work group met on May 2, 2018. Attendees discussed the 2018 Annual Report, collecting 2017 implementation effort, and how to proceed with addressing the 5<sup>th</sup> year of implementation. The group considered data, analysis and other information needs to fully assess implementation progress and to determine if any changes are need to the I-Plan. Attendees discussed how best to add the topic of Boater Wastes

to the BIG I-Plan. The TCEQ approved the addition of Jarbo Bayou to the BIG project area. Jarbo Bayou is connected to Clear Lake and includes numerous marinas.

Research and Monitoring: The work group met on May 7, 2018. Attendees discussed the 2018 Annual Report, collecting 2017 implementation effort, and how to proceed with addressing the 5<sup>th</sup> year of implementation. The group considered data, analysis and other information needs to fully assess implementation progress and to determine if any changes are need to the I-Plan.

Coordination and Policy: The work group met on May 30, 2018. Attendees discussed the BIG Spring meeting agenda and the TCEQ response to the BIG's letter.

In addition to the meetings held during the quarter, staff prepared for the BIG Spring meeting which is scheduled for June 5, 2018. Meet preparation included using professional meeting software to share the meeting announcement with stakeholders two months in advance of the meeting and to begin to track attendees. Meeting reminders we then followed up using the software and traditional email to contact stakeholders. The agenda was drafted in May and shared with the TCEQ two weeks prior to the meeting. Meeting speakers we scheduled which include TCEQ contractors working on TMDLs in the project area, San Antonio River Authority, and Baylor College of Medicine.

Staff also prepared for the East and West Fork of the San Jacinto River meeting scheduled for June 6, 2018 at the Houston Advance Research Center. Standard meeting preparation was carried out. The meeting will focus on BIG implementation efforts, TMDL update on Mound Creek, and stakeholder discussion on regional implementation efforts.

Staff also participated in workshops, outreach, and regional meetings in relation to this task. Those meetings are listed below under the heading Additional Related Meetings, Training, Events and Conferences.

### **TASK #3 PUBLIC OUTREACH SUPPORT FOR THE UPPER OYSTER CREEK COORDINATING COMMITTEE AND RELATED IMPLEMENTATION ACTIVITIES**

<b>Deliverable(s)</b>	<b>Due Date</b>	<b>Status</b>
List all deliverables under the task described above	List the due dates for each deliverable	If the deliverable has been completed, enter the date submitted to the TCEQ. If the deliverable has not been completed, briefly describe the status of each deliverable.
Provide support for one and up to two public meetings or events (Task 3.1)	As needed and scheduled.	The Annual meeting was held on April 11, 2018.
Draft meeting or event agenda and materials (Task 3.2)	Two (2) weeks prior to meeting	An agenda and meeting plans were shared and discussed with TCEQ two weeks prior to the meeting.
Draft meeting or event summary (Task 3.3)	Within two (2) weeks following completion of meeting	A summary of the meeting was contained in the weekly reports.
Final agenda and meeting or event summary, list of attendees and contact information, and	Within thirty (30) days of the completion of the meeting	A final report of the meeting will be included with the Annual Implementation report and will include attendees and meeting summary.

copies of any printed materials (Task 3.4)		
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### Work Performed This Period

The Annual meeting was held on April 11, 2018. Staff coordinated with TCEQ and the City of Sugarland (meeting host) on the timing of the meeting. Once the date and time was settled, staff developed the agenda and shared the agenda and presentation with TCEQ prior to the meeting. Staff coordinated with stakeholders once the date of the meeting was determined via email to announce the meeting and share meeting materials.

The agenda included a report from H-GAC, updates to recent monitoring completed by the Texas Institute for Applied Environmental Research, and an implementation round table. The round table consisted of reviewing I-Plan activities and encouraging the stakeholders to share their efforts to implement those activities over the course of the 2017 calendar year.

### TASK #4 PUBLIC OUTREACH SUPPORT FOR OTHER TMDL PROJECTS IN THE HOUSTON AREA

Deliverable(s)	Due Date	Status
List all deliverables under the task described above	List the due dates for each deliverable	Final progress report and evaluation submitted to TCEQ
Support for other TMDL public outreach activities, as needed (Task 4.1)	As requested and scheduled.	No meetings or activities carried out during the quarter.
Draft meeting or event agenda and materials (Task 4.2)	Two (2) weeks prior to meeting	No meetings or activities carried out during the quarter.
Draft meeting or event summary (Task 4.3)	Within two (2) weeks following completion of meeting	No meetings or activities carried out during the quarter.
Final agenda and meeting summary, list of attendees and contact information, and copies of any printed materials (Task 4.4)	Within thirty (30) days of the completion of the meeting	No meetings or activities carried out during the quarter.

### Work Performed This Period – detail all activities for this task and briefly describe the progress on each deliverable:

No work was carried out for Task 4.

## TASK #5 PUBLIC OUTREACH SUPPORT FOR NON MS4 COASTAL COMMUNITIES

Deliverable(s)	Due Date	Status
List all deliverables under the task described above	List the due dates for each deliverable	Final progress report and evaluation submitted to TCEQ
Hold one-on-one meetings and create Needs Assessment Report (Task 5.1)	5/30/2018.	All 16 cities were contacted via letter, phone call, and email. One city requested out of the project. Five cities completed Needs Assessments. Three one-on-one meetings were held. Needs Assessment Report was submitted to TCEQ on 5/29/18.
Create Public Outreach Plan and Outreach Roadmap (Task 5.2)	7/30/2018	No update this quarter.
Update H-GAC's website and outreach material toolbox (Task 5.3)	As needed.	Website Events section is updated on a weekly or as-needed basis. All outreach materials in the H-GAC loan-out program were linked in the Materials section. Funding opportunities are posted with appropriate links in the Funding Resources section. If time is short, emails are also sent to city staff. Website: <a href="http://www.CoastalCommunitiesTX.com">www.CoastalCommunitiesTX.com</a>
Hold two stakeholder meetings during Work Order (Task 5.4)	8/31/2018	Will be held in August 2018.

### Work Performed This Period – detail all activities for this task and briefly describe the progress on each deliverable:

One-on-one Meetings: Letters and fliers introducing the Coastal Communities Outreach Project were mailed to mayors and city managers/administrators in all 16 cities. H-GAC staff followed up with each city via phone call, leaving messages if no one was available to talk. Follow-up emails were sent to each city following the phone calls. Meetings were set with the cities of Palacios, Sweeny, and West Columbia to complete needs assessments. The cities of Brazoria and Holiday Lakes emailed completed needs assessments. A Contact Log (see tab labeled BIG TMDL) is kept for all correspondence with each of the cities.

Needs Assessment Report: The report, submitted on 5/29/18, details what future involvement with the five responding cities will entail.

Outreach: OSSF Homeowner Education Workshops were held in Mont Belvieu on 5/5/18, and Bayou Vista on 5/19/18. A total of 17 people, including staff, attended the workshops. The *Brazosport Facts* ran a feature on the coastal communities' project on 5/30/18. Two fliers, an outreach summary one-pager and the OSSF SEP summary, are distributed at all meetings involving coastal county participation. Copies of the outreach materials and newspaper articles have been included with this report.

### ADDITIONAL RELATED MEETINGS, TRAINING, EVENTS, AND CONFERENCES

- 1) Presentations:
  - a. April 23, 2018 – staff presented at the HCFCD Flood Control Task Force on BIG implementation projects.

- b. May 1, 2018 – staff presented to the Clean Rivers Program Basin Steering Committee on the topic of TMDLs in the region.
- 2) Meetings, Events and Conferences:
  - a. March 28, 2018 – staff hosted the Clean Waters Initiative workshop on Water Quality and Transportation.
  - b. April 14, 2018 – Boy Scout Fair.
  - c. April 14, 2018 – Nurture Nature Festival
  - d. April 21, 2018 – Bay Day Festival
  - e. May 5, 2018 – staff led an OSSF Homeowner Education Course at the library in Mont Belvieu.
  - f. May 16, 2018 – staff hosted the Clean Waters Initiative workshop on MS4 Permits.
  - g. May 17, 2018 – staff met with HCFCF and the COH to discuss the San Antonio River Authority BMP modeling tool.
- 3) Associated Implementation Projects and Programs
  - a. Texas Stream Team training event was held in Houston on 5/4/2018.
  - b. LID Project – staff continued to participate in a LID project with the City of Pearland using GBEP funding. H-GAC is reviewing current city ordinance and codes to develop recommendation to encourage the use of LID and green infrastructure practices. Additionally, H-GAC has found additional funding to expand project to city of Mont Belvieu.
  - c. West Fork of the San Jacinto River Watershed Protection Plan – Project is in plan writing phase. Stakeholders continue to meet to discuss progress.
  - d. H-GAC is coordinating with TWRI on a bacteria source tracking project that includes sites in the BIG project area.
- 4) Associated Partner Activities
  - a. Harris County OSSF Seminar for water quality professionals was held on May 2 ,2018.

#### **BRIEF DESCRIPTION OF OVERALL FINDINGS:**

H-GAC spent this quarter preparing for BIG stakeholder work group meetings which were held in March, April and May. Staff completed gathering data for use during meetings and the 2018 Annual Report. This included gathering SSO and DMR data. Staff completed data analysis. Upper Oyster Creek annual meeting was held on April 11, 2018. The Umbrella Contract covering work orders for the next several years was executed during the quarter. Dates for the BIG Spring meeting and the East and West Fork of the San Jacinto River we scheduled. Planning for both meetings was complete in May.

#### **Significant Problems (describe any scheduling shortfalls, detail significant problems and how these problems were resolved, etc.):**

No problems related to Work Order 11 were encountered this quarter.