

**Houston-Galveston Area Council (H-GAC)  
Bayou Preservation Association**

**Targeted Bacteria Monitoring Project Quarterly Progress Report (QPR)**

**TCEQ Contract Number 582-20-10367**

Period from 9.1.2019 through 11.30.2019

**I. Abstract**

Activities this quarter have focused on project planning and drafting of the QAPP.

**II. Overall Progress and Results by Task**

**TASK 1: Project Administration**

*Subtask 1.1: Project Oversight - The Performing Party will provide technical and fiscal oversight of the staff and/or subgrantee(s)/subcontractor(s) to ensure tasks and deliverables are acceptable and completed as scheduled and within budget. With the TCEQ Project Manager's authorization, the Performing Party may secure the services of subgrantee(s)/subcontractor(s). Project oversight status will be provided to the TCEQ Project Manager with the Cumulative Quarterly Progress Reports (QPRs).*

The following actions have been completed during this reporting period:

- A. Working with subcontractor Bayou Preservation Association to compile a list of supplies needed to complete Task 4.

**20% Complete**

*Subtask 1.2: Project Work Plans - The Performing Party will develop and submit an annual Project Work Plan. This Project Work Plan will describe the plan for conducting and administering the project. The Project Work Plan will develop tasks that will be implemented over the Contract period to accomplish the objectives and deliverables of this Contract. The Project Work Plan will include 1) the plan for Contract activities, 2) plans for various types of individual activities to be undertaken, and 3) a grant timeline.*

The following actions have been completed during this reporting period:

- A. The project workplan was completed and submitted to the GBEP Project Manager.

**50% Complete**

*Subtask 1.3: Cumulative QPRs – The Performing Party will submit Cumulative QPRs to the TCEQ Project Manager by the 15th of the month following each state fiscal quarter. In the last*

*quarter of the Contract, reporting will be due monthly. The TCEQ Project Manager will provide a template for the Cumulative QPR to the Performing Party.*

The following actions have been completed during this reporting period:

- A. This will be the first QPR submitted for the project. This QPR will be submitted on December 12<sup>th</sup>, 2019 to the TCEQ Project Manager.

**13% Complete**

*Subtask 1.4: Reimbursement Forms - The Performing Party will prepare and submit quarterly requests for reimbursement in accordance with Special Terms and Conditions, Article 5, 7. Invoice Submittal.*

The following actions have been completed during this reporting period:

- A. Currently, \$1,809.11 has been spent, or approximately 4.5% of the total \$40,000 budget for the project.

**56% Complete**

*Subtask 1.5: Contract Communication - The Performing Party will participate in a post-award orientation meeting with the TCEQ Project Manager within 30 days of Contract execution. Meeting minutes will be due 15 days after the meeting. The Performing Party will maintain regular telephone and/or email communication with the TCEQ Project Manager regarding the status and progress of the project and any matters that require attention between QPRs.*

The following actions have been completed during this reporting period:

- A. Post Award Orientation held 10/17/19 with minutes submitted 10/28/19. Email communication was used during the QAPP drafting process.

**70% Complete**

*Subtask 1.6: Coordination Meeting - In August of each year, the Performing Party will attend a project update and coordination meeting with the TCEQ Project Manager to share progress on goals, measures of success, challenges, and opportunities. Meeting minutes will be developed by the Performing Party and distributed within 15 days of the meeting.*

The following actions have been completed during this reporting period:

- A. No activity to report at this time.

**0% Complete**

## **TASK 2: Quality Assurance**

*Subtask 2.1: Quality Assurance Project Plan (QAPP) Meetings - Within 30 days of Contract execution, the Performing Party will participate in a QAPP planning meeting with the TCEQ Project Manager, QA staff and others to discuss and refine the information needed for the QAPP based on the elements of the TCEQ QAPP Shell. Meetings will be documented with meeting minutes. Information in the minutes will include meeting dates, meeting participants, and meeting content summary. Meeting minutes will be due 15 days after the meeting.*

The following actions have been completed during this reporting period:

- A. The QAPP Planning Meeting was held 10/17/19 with minutes submitted 10/28/19.

**100% Complete**

*Subtask 2.2: QAPP - The Performing Party will create a new QAPP sufficient for the needs of the data quality objectives of this SOW and the Project Work Plan described in this SOW. Within 60 days of Contract execution, the Performing Party will submit for review and consideration of approval by the TCEQ Project Manager a written draft QAPP in accordance with the United States Environmental Protection Agency's (EPA) R-5 document guidelines. The draft QAPP will be revised to address TCEQ's comments. A final QAPP without highlights or strikeout text will be submitted for approval by TCEQ. Collection of environmental data and processes associated with the collection of environmental data will not commence prior to approval of the QAPP. A QAPP will be submitted for approval on an annual basis for the life of the Contract.*

The following actions have been completed during this reporting period:

- A. A draft QAPP was submitted to the GBEP PM and QAO on 10/31/19.

**70% Complete**

*Subtask 2.3: QAPP Annual Updates or Reissuances - The Performing Party will submit annual QAPP updates or reissuances at least 90 days prior to the end of the effective period of the QAPP. The last approved version of a QAPP will remain in effect only for the specified approval period. Upon expiration of the approval period for a QAPP, all work covered by the expired QAPP will cease until a revised QAPP has been fully approved by the TCEQ. Tasks requiring continued QAPP coverage include Tasks 2 through 4.*

The following actions have been completed during this reporting period:

- A. No activity to report at this time.

**0% Complete**

*Subtask 2.4: QAPP Amendments - The Performing Party will review, approve, and incorporate into a revised QAPP all changes during the annual revision process, or submit an Amendment to the QAPP 90 days prior to the scheduled initiation of changes or additions to activities listed in the current QAPP. The Performing Party will document all changes to the QAPP and the*

*reasons for the changes. The Performing Party will ensure the approved QAPP is followed until an amended QAPP is fully approved and signed by the TCEQ.*

The following actions have been completed during this reporting period:

A. No activity to report at this time.

**0% Complete**

*Subtask 2.5: Corrective Action Reports (CARs) - The Performing Party will provide CARs as needed to document deviations from the activities described in the final or amended QAPP. The CARs will be submitted in the Cumulative QPRs.*

The following actions have been completed during this reporting period:

A. No activity to report at this time.

**0% Complete**

### **TASK 3: Data Acquisition and Analysis – Desktop Review**

*Subtask 3.1: Data Acquisition - The Performing Party will conduct a desktop review of the 10 most bacteria-impaired AUs in the BIG project area through analysis of acquired data. Desktop analysis will use Geographic Information System land use/land cover data, ambient monitoring data, permit outfall data, on-site sewage facility system data, and other available data. The Performing Party's contractor's interns will be trained by the Performing Party to conduct ground truth identification. Ground truth identification will include road windshield surveys and shoreline walks of accessible areas. Key stakeholders will be identified and asked to contribute to project planning, review of analysis, and development of the prioritization strategy.*

The following actions have been completed during this reporting period:

A. No activity to report at this time.

**0% Complete**

*Subtask 3.2: Data Analysis - The Performing Party will secure a subcontractor and oversee contractual services to work with a technical workgroup to prioritize three to four AUs based on the desktop review and to analyze data and information collected in accordance with the QAPP under Task 2. The Performing Party will develop a Geospatial database using ESRI ArcGIS software to perform analysis of multiple data layers. Results will be used to further refine and develop the prioritization strategy for dry weather data collection under Task 4.*

The following actions have been completed during this reporting period:

A. No activity to report at this time.

**0% Complete**

*Subtask 3.3: Map Development - Results from Task 3.2 will be used to generate maps for use in the dry weather data collection under Task 4.*

The following actions have been completed during this reporting period:

A. No activity to report at this time.

**0% Complete**

*Subtask 3.4: Report of Findings and Sampling Plan - The Performing Party will develop the Findings and Preliminary Action Report, which will detail activities conducted under this task and include the development of a Sampling Plan.*

The following actions have been completed during this reporting period:

A. No activity to report at this time.

**0% Complete**

#### **TASK 4: Data Collection and Analysis – Dry Weather Sampling and Analysis**

*Subtask 4.1: Data Collection - Dry Weather Sampling - The final number of dry weather monitoring sites will be based on results from Task 3 and results from previous rounds of sampling under Task 4.1. Samples will be taken from three to four of the 10 most bacteria-impaired AUs identified in Task 3.1. To assist with tracking illicit discharges to a source prior to collecting, the Performing Party will secure a contractor and oversee contractual services involving prescreening testing kits for field identification of ammonia and chlorides. Water quality monitoring will focus on the presence of E. coli using approved TST protocols.*

The following actions have been completed during this reporting period:

A. No activity to report at this time.

**0% Complete**

*Subtask 4.2: Data Analysis - The Performing Party will analyze data and information collected in accordance with the QAPP. Data will be processed using basic and advanced statistical analyses to determine trends and correlations.*

The following actions have been completed during this reporting period:

A. No activity to report at this time.

**0% Complete**

*Subtask 4.3: Data Submittals - The Performing Party will review, verify, and validate water quality monitoring data before it is submitted to TCEQ. The Performing Party will submit a semi-annual report of water quality data that is consistent with TCEQ formatting requirements for review and approval by TCEQ. The Performing Party will submit data reports and presentations to TCEQ for review and approval at least two weeks prior to the scheduled public release.*

The following actions have been completed during this reporting period:

A. No activity to report at this time.

**0% Complete**

*Subtask 4.4: Targeted Monitoring Report - The Performing Party will develop a Targeted Monitoring Report detailing activities conducted under this task. This report will be delivered to local jurisdictions within the project area. The Performing Party will encourage local jurisdictions to investigate any identified sources and will report any action taken to address the identified source(s).*

The following actions have been completed during this reporting period:

A. No activity to report at this time.

**0% Complete**

### **TASK 5: Outreach, Education and Training**

*Subtask 5.1: Outreach, Education and Training - In coordination with the subcontractor, the Performing Party will select venues to conduct outreach to targeted audiences, including the Performing Party's clean watershed initiative workshops. Selection of venues and presentations will be coordinated with TCEQ. Additionally, general outreach and education concerning this project will be provided throughout the project period in conjunction with outreach efforts of the BIG and other community and environmental programs, including but not limited to: the Performing Party's website; the Performing Party and partner meetings; and presentations to local governments, organizations and the public. The Performing Party will provide an Outreach and Education Summary detailing activities conducted under this task.*

The following actions have been completed during this reporting period:

A. No Activity to report at this time.

**0% Complete**

### **TASK 6: Final Report**

*Subtask 6.1: Draft Final Report - The Performing Party will provide a Draft Final Report that summarizes all activities completed and conclusions reached during the project. The Draft Final Report must describe project activities and identify and discuss the extent to which project goals and purposes have been achieved, and the amount of funds actually spent on the project. The Draft Final Report must emphasize successes, failures, lessons learned, and must include specific water quality data demonstrating water quality improvements if applicable. The Draft Final Report must summarize all the Task Reports referencing and/or attaching them as web links or appendices.*

The following actions have been completed during this reporting period:

- A. No activity to report at this time.

**0% Complete**

*Subtask 6.2: Final Report - The Performing Party will revise and submit to TCEQ the Draft Final Report to address comments provided by the TCEQ Project Manager.*

The following actions have been completed during this reporting period:

- A. No activity to report at this time.

**0% Complete**

### **III. Related Issues/Current Problems and Favorable or Unusual Developments**

- A. No activity to report at this time.

### **IV. Projected Work for Next Quarter**

- A. Begin Desktop Review (pending QAPP approval)
- B. Work with subcontractor to start ordering supplies