

Lavaca-Navidad River Authority (LNRA)

FY 2016-2017 Work Plan for CLEAN RIVERS PROGRAM for the Lavaca Basin

TASK 1: PROJECT ADMINISTRATION

Objective: To manage all administrative functions required to support the Clean Rivers Program (CRP) contract, including:

- informative and timely Progress Reports;
- participation in conference calls;
- participation at CRP meetings;
- timely and accurate reimbursement forms with adequate documentation;
- efficient cost control to ensure expenses are allowable and applicable;
- responsibility for procurement and oversight of subcontractors;
- participation in fiscal monitoring reviews;
- timely and accurate deliverables that meet the intent of the FY2016-17 CRP Guidance;
- adherence to TCEQ contract provisions;
- detailed and reasonable Work Plan development;
- financial reporting and budget monitoring; and
- training to ensure personnel are properly prepared to conduct work.

Task Description: LNRA staff will prepare and submit deliverables associated with Task I. These deliverables include the following:

Progress Reports - Progress Reports will contain a level of detail sufficient to document the activities which occurred during the appropriate quarter, and provide detailed supporting documentation and justification for reimbursement requests. Progress Reports will contain a general description of activities, a detailed tracking of deliverables, and the amount of water quality monitoring which occurred during the quarter. The Progress Report will be in the format provided in Exhibit 1D of the FY16-17 CRP Guidance.

Reimbursement Requests - A Financial Status Report, Supplemental Forms, and a current Personnel Eligibility List (PEL) will be submitted along with appropriate additional documentation on a quarterly basis. An updated Equipment Inventory List will be submitted when changes occur during the quarter. Budget Revision Requests will be made in advance of making changes to the budget.

Contractor Evaluations - An annual self-evaluation and evaluations of subcontractors, if applicable, will be submitted at the end of each fiscal year.

Procurement Procedures Documentation - Documentation of the procurement process used to solicit, evaluate, pay, and oversee subcontractors, as specified in the FY2016-2017 CRP Guidance, will be developed. This documentation will be maintained in-house and will be made available for review by TCEQ staff upon request. For each subcontract made in association with this Contract, the LNRA will provide a memo describing the procurement method used and a summary of the work to be performed to the CRP Project Manager. In addition, a Procurement System Certification will be submitted with the supporting documentation required with the FY 2018-2019 Work Plan.

Conference Calls - LNRA will participate in all scheduled conference calls unless other arrangements are made with the TCEQ Project Manager.

Conferences and Training Events - LNRA will participate in meetings and training events as scheduled by the CRP. All non-CRP conferences and training events need to be pre-approved by the TCEQ prior to incurring costs associated with such events.

Documentation for Desk Review or On-Site Visit - Detailed supporting documentation, in addition to the quarterly documentation, will be made available upon request. The additional supporting documentation will include those items outlined in Exhibit 1B of the FY2016-2017 CRP Guidance. In the case of an on-site visit, the appropriate LNRA personnel will be available during the visit.

FY 2018 - 2019 Work Plan and Supporting Documentation - The Work Plan and supporting documentation will be prepared and submitted as specified in the FY2018-2019 CRP Guidance. Supporting documentation will include (as applicable): budget by category, budget by task, PEL, fringe rate methodology, indirect rate methodology, allocated costs documentation, equipment purchase request list, equipment inventory, list of tasks that will be sub-contracted, a list of known training events/conferences, and a signed Procurement System Certification. The Work Plan will include the tasks and deliverables outlined in the FY 2018-2019 Guidance and will be negotiated with the CRP Project Manager. A list of all deliverables in due date order will be submitted with the final Work Plan.

Deliverables and Due Dates:

September 1, 2015 through August 31, 2016

- A. Progress Reports - December 15, 2015; March 15 and June 15, 2016
- B. Annual Self-Evaluation and, if applicable, Subcontract Evaluations - August 31, 2016
- C. Procurement Procedures Documentation Memo- within 30 days after the subcontract is executed
- D. Additional Submission Documentation for Desk Review or Site Visit - upon request

September 1, 2016 through August 31, 2017

- A. Progress Reports - September 15 and December 15, 2016; March 15, June 15, and August 31, 2017
- B. Proposed FY 2018 - 2019 Work Plan and Supporting Documentation - March 15, 2017
- C. Final FY 2018 - 2019 Work Plan and Supporting Documentation – April 15, 2017
- D. Procurement Procedures Documentation Memo- within 30 days after the subcontract is executed
- E. Annual Self Evaluation and, if applicable, Subcontract Evaluations - August 31, 2017
- F. Additional Submission Documentation for Desk Review or Site Visit - upon request

TASK 2: QUALITY ASSURANCE

Objective: To conduct data collection activities in accordance with an integrated system of quality management activities involving planning, assessment, implementation, training, and quality improvement. This task addresses objectives and processes for:

- Quality Assurance Project Plan (QAPP) development and implementation;
- laboratory quality assurance;
- data review, verification, and validation;
- oversight of project(s); and
- special studies project planning.

Task Description:

All work funded by this Agreement that involves the acquisition of environmental data generated from direct measurement activities, collected from other sources, or compiled from computerized databases and information systems shall be planned in consultation with the TCEQ and be documented in a fully approved TCEQ QAPP before data collection can be implemented.

NELAC Accreditation - Costs associated with the National Environmental Laboratory Accreditation Conference (NELAC) as they relate to the CRP (e.g., Proficiency Test samples, NELAC consultants, accreditation) may be charged directly or indirectly to the program, but must be fully explained and justified in this Work Plan and include deliverables. Laboratory data will be produced by laboratories (and subcontract laboratories) whose quality assurance program is consistent with the NELAC Institute (TNI) standards.

Basin-wide QAPP - The Basin-wide QAPP will be submitted to the TCEQ in the TCEQ-approved shell format. Only those sites covered by the QAPP and parameters meeting the requirements of Texas Water Code Chapter 5, Subchapter R (TWC §5.801 et seq) and Title 30 TAC Chapter 25, Subchapters A and B will be included in the document. The LNRA will address all TCEQ comments and submit the revised QAPP to the TCEQ within 30 days after receiving comments from the TCEQ.

The LNRA will secure written documentation (signature in the QAPP or Adherence Letter) from participants under the QAPP stating their awareness of and commitment to requirements contained in the QAPP and any appendices and amendments. This documentation will be maintained as part of the LNRA's quality assurance records. Copies of all Adherence Letters must be forwarded to the TCEQ no later than 45 days of TCEQ approval of the QAPP, but prior to the monitoring event. (Note: Adherence Letters are not required for entities who sign the QAPP). The LNRA will distribute the QAPP to all participants (including the laboratory). Documentation of distribution will be maintained by the LNRA and be available for review during a TCEQ monitoring systems audit.

Sections of the Basin-wide QAPP will be posted to the LNRA's CRP Web page. These sections include the monitoring program or project objectives, measurement performance specifications (i.e., Table A7 of the QAPP), appendices, and the monitoring schedule and maps of sampling sites. In lieu of the monitoring schedule and maps, a link to the coordinated monitoring schedule (CMS) website may be provided, with a disclaimer that states the CMS includes stations monitored by other entities.

QAPP Amendment to Appendix B - The monitoring schedule in Appendix B of the Basin-wide QAPP will be updated for the second year of the contract biennium after the annual coordinated monitoring Contract No. _____, Scope of Work

meeting. This special type of QAPP amendment will be submitted using the TCEQ-approved shell format. Only the sites covered by the LNRA's QAPP will be included in Appendix B of the QAPP.

Planning for Special Studies or Permit Support Monitoring - Special studies and monitoring projects to support permits will be systematically planned in consultation with TCEQ staff around the elements of the QAPP. The LNRA Project Manager will coordinate with the TCEQ to establish the planning team, schedule the meeting (90 days prior to the planned sampling date), distribute meeting materials in advance of the meeting, facilitate the meeting, and prepare meeting minutes. The LNRA will submit planning materials for the meeting to all participants one week prior to the meeting. Meeting materials will include, as appropriate, a problem definition, as currently understood, a description of the budget, personnel and schedule issues, maps, information on past or on-going studies, historical water quality data, water quality inventory results, wastewater discharge information, known or expected sources of contamination, existing monitoring sites, land use information, etc. Planning meeting summary notes will be provided to participants within two weeks of the meeting. The information developed during the planning meeting will be incorporated into a QAPP appendix. The QAPP appendix will be submitted to the TCEQ (within 30 days after the planning meeting) using the TCEQ-approved shell format.

QAPP Appendices - Special studies and permit support monitoring projects that have different objectives than those described in the Basin-wide QAPP will be incorporated into the QAPP as appendices after they are thoroughly planned in consultation with the TCEQ. The QAPP appendices will be written in the TCEQ prescribed format and reference sections of the Basin-wide QAPP as appropriate, and otherwise address information that is unique to the project. Unique aspects of special projects will include the problem definition, the task description, measurement performance specifications, sample design rationale, sampling methods requirements, etc. QAPP appendices will be sent to the TCEQ through the CRP Project Manager. TCEQ comments will be addressed and the document will be modified and resubmitted within 30 days of receipt.

QAPP Amendments and Revisions to Appendices - Changes in parameters, sampling or analytical procedures, project organization, and other items of an existing project necessitates an amendment to the QAPP and/or Revisions to Appendices. Amendments and revisions to Appendices will be submitted electronically to the CRP Project Manager on an "as needed" basis in the TCEQ shell format for agency review. QAPP Amendments and Revisions to Appendices will be distributed, upon approval, to all personnel on the distribution list maintained by the LNRA.

Project Oversight - The LNRA will participate in monitoring systems audits and laboratory inspections by the TCEQ.

Corrective Action Reports - Issues that may affect data quality and availability will be tracked, addressed, and reported to the TCEQ using the definitions and corrective action strategy laid out in the CRP Guidance. The LNRA must address deviations associated with sampling activities, chain-of-custody, analytical method requirements, quality control, and data management.

Deliverables and Due Dates:

September 1, 2015 through August 31, 2016

- A. Basin-wide QAPP Receipt Acknowledgement and Adherence Letters (if applicable) - October 15, 2015
- B. Specified sections of the Basin-wide QAPP posted to the Web page - October 31, 2015
- C. Draft QAPP Appendix B Amendment for FY 2017 monitoring - June 15, 2016
- D. Final QAPP Appendix B Amendment for FY 2017 monitoring – August 15, 2016
- E. Planning meetings for Special Studies or Permit Support Monitoring (if applicable) - 90 days prior to the planned sampling date
- F. Planning meeting summary notes for Special Studies or Permit Support Monitoring (if applicable) – within two weeks of the planning meeting
- G. QAPP Appendices for Special Studies or Permit Support Monitoring (if applicable) – within 30 days after the planning meeting
- H. QAPP Amendments and revisions to Appendices (if applicable) - as needed
- I. QAPP Appendix and Amendment Receipt Acknowledgement and Adherence Letters (if applicable) - no later than 45 days after TCEQ approval of the QAPP, but prior to the monitoring event
- J. Participate in TCEQ monitoring systems audit and response to comments (if applicable) - date planned in consultation with TCEQ
- K. Corrective action status report (if applicable) - with Progress Report

September 1, 2016 through August 31, 2017

- A. Draft FY 2018/2019 Basin-wide QAPP - June 15, 2017
- B. Final FY 2018/2019 QAPP - August 15, 2017
- C. Planning meetings for Special Studies or Permit Support Monitoring (if applicable) - 90 days prior to the planned sampling date
- D. Planning meeting summary notes for Special Studies or Permit Support Monitoring (if applicable) - within two weeks of the planning meeting
- E. QAPP Appendices for Special Studies or Permit Support Monitoring (if applicable) – within 30 days after the planning meeting
- F. QAPP Amendments and revisions to Appendices (if applicable) - as needed
- G. QAPP Appendix and Amendment Receipt Acknowledgement and Adherence Letters (if applicable) - no later than 45 days after TCEQ approval of the QAPP, but prior to the monitoring event
- H. Participate in TCEQ monitoring systems audit and response to comments (if applicable) - date planned in consultation with TCEQ
- I. Corrective action status report (if applicable) - with Progress Report

TASK 3: WATER QUALITY MONITORING

Objectives: Water quality monitoring will focus on collecting information to characterize water quality in a variety of locations and conditions. These efforts will include a combination of:

- planning and coordinating basin-wide monitoring;
- routine, regularly-scheduled monitoring to collect long-term information and support statewide assessment of water quality;
- systematic, regularly-scheduled short-term monitoring to screen water bodies for issues;
- permit support monitoring to provide information for setting permit effluent limits; and

Task Description: LNRA regularly monitors for field data monthly and for water chemistry data quarterly at sites throughout Lavaca Basin in order to keep a close eye on water quality and identify any potential problems that might arise.

Monitoring Description - LNRA plans to monitor at a total of 19 sites in each year of the contract period:

- 18 sites will be monitored monthly for field data
- 15 sites quarterly for laboratory conventional parameters
- 6 reservoir sites for chlorophyll-a quarterly
- 6 sites for *E. coli* bacteria quarterly

All monitoring procedures and methods will follow the guidelines prescribed in the LNRA QAPP and the TCEQ Surface Water Quality Monitoring Procedures, Volume 1: Physical and Chemical Monitoring Methods (RG-415).

Coordinated Monitoring Meeting - LNRA will hold an abbreviated annual coordinated monitoring consultation with the CRP Project Manager for Lavaca Basin via telephone or e-mail. LNRA does all the monitoring (except for that contracted to USGS) in Lavaca Basin. Neither TCEQ nor any other agency currently participates in coordinated surface water quality monitoring in the Lavaca Basin. A summary of any changes will be provided to the CRP Project Manager within two weeks of the consultation and any changes to the monitoring schedule will be entered into the statewide database on the Internet (<http://cms.lcra.org>), and the CRP Project Manager will be notified that changes have been posted to the CMS.

Progress Report - Each Progress Report will include all types of monitoring and indicate the number of sampling events and the types of monitoring conducted in the quarter.

Deliverables and Dues Dates:

September 1, 2015 through August 31, 2016

- A. Conduct water quality monitoring, summarize activities, and submit with Progress Report - December 15, 2015; March 15 and June 15, 2016
- B. Coordinated Monitoring Conference Call - between March 15 and April 30, 2016
- C. Coordinated Monitoring Summary of Changes - within 2 weeks of the conference call
- D. Email notification to TCEQ CRP Project Manager that Coordinated Monitoring Schedule updates are complete - May 31, 2016

September 1, 2016 through August 31, 2017

- A. Conduct water quality monitoring, summarize activities, and submit with Progress Report - September 15 and December 15, 2016; March 15 and June 15 and August 31, 2017
- B. Coordinated Monitoring Conference Call - between March 15 and April 30, 2017
- C. Coordinated Monitoring Summary of Changes – within 2 weeks of the conference call
- D. Email notification to TCEQ CRP Project Manager that Coordinated Monitoring Schedule updates are complete - May 31, 2017

TASK 4: DATA MANAGEMENT

Objectives: To manage a quality-assured water quality monitoring database and transfer data to the TCEQ Surface Water Quality Monitoring Information System (SWQMIS) database in the required format.

Task Description: Surface water quality monitoring data files will be transferred to the TCEQ in the correct format using the TCEQ file structure.

The LNRA will review each data set using the Data Review Checklist and the SWQMIS Data Loader. A Data Summary (including information on data completeness) and the SWQMIS Validator Report will be submitted with each data set. The Data Summary will contain basic identifying information about the data set, information regarding inconsistencies and errors identified during data verification and validation steps, and/or problems with data collection efforts.

Data correction requests and station location requests will be submitted via SWQMIS, as needed.

Water quality data approved by the TCEQ will be posted on the LNRA Web page at least two times per year, or a link may be provided to the TCEQ Surface Water Quality Web Reporting Tool at <http://www80.tceq.texas.gov/SwqmisPublic/public/default.htm> .

Deliverables and Due Dates:

September 1, 2015 through August 31, 2016

- A. Surface water quality monitoring data files, SWQMIS Validator Report, and Data Summary - December 1, 2015; March 1 and August 1, 2016
- B. Surface water quality monitoring data updates to Web page or link to TCEQ's water quality data – February 1 and August 1, 2016

September 1, 2016 through August 31, 2017

- A. Surface water quality monitoring data files SWQMIS Validator Report, and Data Summary - December 1, 2016; March 1 and August 1, 2017
- B. Surface water quality monitoring data updates posted to Web page, or link to TCEQ's water quality data - February 1 and August 1, 2017

TASK 5: DATA ANALYSIS AND REPORTING

Objectives: Conduct data analysis and develop reports that provide information to describe water quality and identify priority water quality issues for further investigation or action. This work will:

- correlate watershed characteristics with water quality conditions;
- highlight areas where water quality appears to be improving or declining;
- support and/or validate the findings of the TCEQ Water Quality Integrated Report;
- support planning of monitoring efforts;
- identify areas where nonpoint source management efforts may be applied; and
- provide information for stakeholders to discuss at Steering Committee meetings.

Task Description: Each year of the biennium a water quality report is developed for the Lavaca Basin by LNRA: a Basin Highlights Report in 2016 and a Basin Summary Report in 2017.

Basin Highlights Report - The LNRA may vary the content of the Basin Highlights Report in an effort to reduce repetition of information that does not change on an annual basis. The Basin Highlights Report will follow one of the versions described below as detailed in the FY 2016-17 CRP Guidance.

The Standard Report

- an overview of basin water quality monitoring describing each organization's participation
- the top water quality issues in the basin for stakeholder prioritization and monitoring decisions
- a description of water quality conditions for each segment/water body
- a summary of findings from special studies
- maps showing the location of sampling sites and water quality issues
- summary of Steering Committee and other public outreach activities
- instructions on how to get involved in Steering Committee meetings, volunteer monitoring, and other opportunities for participation
- information on the CRP content featured on the LNRA's Web site

Watershed Characterization

- descriptions of segments with the areas of impairment or interest described
- stream / reservoir hydrology
- impairment/area of interest description
- land use and natural characteristics
- potential causes of each impairment
- potential stakeholders
- recommendations for improving water quality
- maps including water bodies and relevant spatial conditions
- ongoing projects
- images of water bodies and watershed areas being characterized
- major watershed events (present and future)

Electronic copies of the draft report and five copies of the final report will be provided to the TCEQ. The TCEQ will provide comments on the draft report and final approval will rest with the TCEQ. The reports will be made available to basin stakeholders, and on the LNRA's Web page.

Basin Summary Report - The Basin Summary Report will follow the outline described in the FY 2016-17 CRP Guidance. The report will contain a comprehensive review of water quality for the entire basin, including:

- a description of the water quality conditions and issues;
- trend analysis of water quality by station and parameter;
- maps showing watershed characteristics, sampling stations, and water quality issues;
- a discussion of the watershed characteristics and their potential influence on water quality; and
- recommendations for water quality management strategies to correct identified water quality problems and pollution sources.

A preparation meeting between the LNRA and the TCEQ CRP staff will be arranged prior to substantial work on the report. The LNRA will be prepared to discuss site selection for trend analysis, report content and layout, methodology for data review, and address other questions or suggestions for the report.

A pre-draft or watershed summary will be provided to the TCEQ CRP Project Manager and must be approved prior to completing the first draft. The Basin Summary Report will be presented to the Steering Committee for review and comment, and coordinated with the public and the TCEQ. The TCEQ will provide comments on the draft report and final approval will rest with the TCEQ. Five copies of the final report will be provided to the TCEQ. The reports will be made available to Steering Committee members and all basin stakeholders and on the LNRA's Web page. The final Basin Summary Report will be provided to the Texas Parks and Wildlife Department, Texas State Soil and Water Conservation Board, the governor, the lieutenant governor, and the speaker of the House of Representatives not later than the 90th day after the date the report is submitted to the TCEQ.

Deliverables and Due Dates:

September 1, 2015 through August 31, 2016

- A. Draft Basin Highlights Report - February 15, 2016
- B. Final Basin Highlights Report – May 15, 2016
- C. Post Report to Web page - June 30, 2016

September 1, 2016 through August 31, 2017

- A. Preparation meeting for Basin Summary Report– by October 31, 2016
- B. Pre-Draft Watershed Summary – December 15, 2016
- C. Draft Basin Summary Report - March 15, 2017
- D. Final Basin Summary Report – May 31, 2017
- E. Post Report to Web page – June 30, 2017

TASK 6: STAKEHOLDER PARTICIPATION AND PUBLIC OUTREACH

Objectives: Enhance and support participation of stakeholders in the development of water quality objectives and priorities for the basin, and CRP as a whole. Engage in education and outreach activities to enhance stakeholder knowledge and involvement.

The Steering Committee serves as the focus of public input and assists with:

- creation of specific, achievable water quality objectives and basin priorities;
- review and development of work plans and allocation of resources;
- review, development and approval of major reports;
- establishment of monitoring priorities and development of monitoring plans; and
- identification of priority problem areas and possible actions to address these problems and pollutant sources.

Stakeholders should be engaged through outreach and education activities that support the CRP goals. This can be accomplished by:

- providing several forums for citizens to contribute their ideas and concerns;
- participating in outreach and education activities to increase public awareness about water quality issues in the basin;
- communicating information on water quality issues so that priorities may be set considering local, regional, state, and federal needs; and
- providing opportunities for volunteer citizen monitoring of basin water bodies.

Task Description: LNRA reaches out to Lavaca Basin stakeholders and citizens in order to gain their insight into water quality issues and monitoring priorities. The River Authority also seeks to educate students and the public about the importance of recycling, water conservation, and protecting water quality in Lavaca Basin.

Steering Committee and Meetings - In order to sufficiently address the different interests, concerns and priorities of each watershed, the LNRA will work to ensure that its Steering Committee includes stakeholder volunteers from across the basin that represent the groups identified in the FY 2016-17 CRP Guidance. If specified groups are not represented, efforts will be made to recruit representatives before the next scheduled meeting. To engage new members and increase participation, the LNRA will take every opportunity to promote the CRP and involvement in the Steering Committee. To meet the goals and coordination requirements of the CRP Guidance, the LNRA will conduct one Steering Committee meeting during the summer of each year of the contract. Additional sub-committees or other public meetings may also be held to help complete the requirements.

The LNRA will contact stakeholders at least 45 days in advance of meeting date to encourage participation. A questionnaire which will be sent to all interested stakeholders will provide a list of proposed agenda topics, will request confirmation of continued interest/participation in the Steering Committee, and will request input on additional topics and potential stakeholders. Along with the priority agenda topics identified in the CRP Guidance, Steering Committee meetings will also include additional topics that have been identified to be of significant interest to stakeholders. A final meeting announcement and agenda will be made available at least 15 days prior to the meeting via posting on the LNRA website and notices placed in each newspaper in the Lavaca Basin (Edna, Hallettsville, Moulton, Schulenburg, Shiner and Yoakum).

After each Steering Committee meeting, the LNRA will ensure all stakeholder input, comments, decisions, and any other meeting accomplishments reached are addressed, where applicable. For all Steering Committee meetings, copies of meeting materials will be provided with the next Progress Report, and include: a copy of the meeting agenda, presentations, meeting minutes, and a list of attendees.

Education and Outreach - For any public participation, outreach, or volunteer monitoring activities, a copy of the activities summary, materials produced or distributed by the LNRA, and a list of participants will be included in the subsequent Progress Report.

The LNRA will develop, maintain, update, and report on their Web page as specified in the FY 2016-17 CRP Guidance. The Web page will be reviewed on a quarterly basis to ensure that information and announcements remain current and relevant. The LNRA will also include summaries of revisions to the Web page in/with the corresponding quarterly Progress Report.

Public outreach efforts by LNRA include:

- *Major Rivers* Water Education - LNRA provides the water education curriculum *Major Rivers* for fourth grade Texas Classrooms throughout and near Lavaca Basin,
- Participating in the annual Jackson County Agricultural Education Day,
- Supporting volunteer citizen monitoring of basin water bodies via Texas Stream Team.

Deliverables and Due Dates:

September 1, 2015 through August 31, 2016

- A. Document that Web page meets outlined requirements – December 15, 2015
- B. Summary of Web page updates - December 15, 2015; March 15 and June 15, 2016
- C. Contact Steering Committee members with questionnaire, draft agenda topics and to confirm participation – *a minimum of 45 days prior to Steering Committee meeting date*
- D. Final announcements and agenda for Steering Committee meetings – *a minimum of 15 days in advance of meeting*
- E. Steering Committee meeting – date as negotiated with TCEQ Project Manager
- F. Steering Committee meeting materials - *with Progress Report following meeting*
- G. Steering Committee meeting minutes posted to the Web page – *indicate in Progress Report following meeting*
- H. Materials from education and outreach activities - December 15, 2015; March 15 and June 15, 2016

September 1, 2016 through August 31, 2017

- A. Summary of Web page updates – September 15 and December 15, 2016; March 15, June 15, and August 31, 2017
- B. Contact Steering Committee members with questionnaire, draft agenda topics and to confirm participation – *a minimum of 45 days prior to Steering Committee meeting date*
- C. Final announcements and agenda for Steering Committee meetings – *a minimum of 15 days in advance of meeting*
- D. Steering Committee meeting - date as negotiated with CRP Project Manager
- E. Steering Committee meeting materials - *with Progress Report following meeting*
- F. Steering Committee meeting minutes posted to the Web page - *indicate in Progress Report following meeting*

- G. Materials from education and outreach activities - September 15 and December 15, 2016; March 15, June 15, and August 31, 2017