

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 FY2010-11 CRP Guidance
- adherence to TCEQ contract provisions
- detailed and reasonable Work Plan development
- financial reporting and budget monitoring
- training to ensure personnel are properly prepared to conduct work

Task

Description: This task involves supervising activities, monitoring progress, attending meetings for coordination, and the preparation of documentation for reporting progress and financial management.

Progress Reports - Progress reports will contain a level of detail sufficient to document the activities which occurred during the appropriate quarter. 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 FY10-11 CRP Guidance.

Reimbursement Requests - A Financial Status Report and related forms, and the HUB PAR form will be submitted along with appropriate additional documentation (including updated PEL, Equipment Inventory List, and Budget Revision Request form, when changes occur during the quarter).

Contractor and Subcontractor Evaluations - An annual self-evaluation as well as evaluations of subcontractors 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 FY2010-2011 CRP Guidance, will be developed. This documentation will be maintained in-house and will be made available for review by TCEQ fiscal monitoring staff upon request. For each subcontract, a letter listing the procurement method used and a copy of the executed subcontract will be submitted to the CRP Project Manager. In addition, a Procurement System Certification (Exhibit 1I) will be submitted with the supporting documentation required with the work plan.

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

Conferences and Training Events - GBRA 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.

Annual Documentation for Desk Review or On-Site Visit - Detailed supporting documentation, in addition to the traditional quarterly documentation, will be made

available upon request. The additional supporting documentation will include those items outlined in Exhibit 1B of the FY2010-2011 CRP Guidance. In the case of on an on-site visit, the appropriate GBRA personnel will be available during the visit.

FY 2012 - 2013 Work Plan and Supporting Documentation - The Work Plan and supporting documentation will be prepared and submitted as specified in the FY2012-2013 CRP Guidance. Supporting documentation will include (as applicable): budget by category, budget by task, Personnel Eligibility List, 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 2012-2013 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
& Due Dates: September 1, 2009 through August 31, 2010**

- A. Progress Reports - December 15, 2009; March 15 and June 15, 2010
- B. Reimbursement Forms - December 30, 2009; March 30 and June 30, 2010
- C. Annual Self-Evaluation - August 31, 2010
- D. Annual Subcontract Evaluations - August 31, 2010
- E. Procurement Procedures Documentation - upon execution of the subcontract
- F. Additional Submission Documentation for Desk Review or Site Visit - upon request

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- A. Progress Reports - September 15 and December 15, 2010; March 15, June 15, and August 31, 2011
- B. Reimbursement Forms - September 30 and December 30, 2010; March 30, June 30, and August 31, 2011
- C. Proposed FY 2012 - 2013 Work Plan and Supporting Documentation - May 1, 2011
- D. Final FY 2012 - 2013 Work Plan and Supporting Documentation - June 15, 2011
- E. Annual Self Evaluation - August 31, 2011
- F. Annual Subcontract Evaluations - August 31, 2011
- G. Procurement Procedures Documentation - upon execution of the subcontract
- H. 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:

- QAPP development and implementation
- laboratory quality assurance
- data review, verification, and validation
- oversight of project specifications
- special studies project planning

Task Description:

NELAC Accreditation Activities – The GBRA Regional Laboratory does analyses for outside customers in addition to the Guadalupe Basin CRP so costs associated with accreditation will be proportioned between the GBRA Regional Laboratory and CRP.

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 Texas Administrative Code Chapter 25, Subchapters A and B will be included in the document. GBRA will address all TCEQ comments and submit the revised QAPP to the TCEQ within 30 days after receiving comments from the TCEQ.

GBRA will secure written documentation 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 GBRA quality assurance records. Copies of all commitment letters must be forwarded to the TCEQ no later than 60 days of TCEQ approval of the QAPP, but prior to the monitoring event. (Note: Commitment letters are not required for entities who sign the QAPP). GBRA will distribute the QAPP to all participants (including the laboratory). Documentation of distribution will be maintained by GBRA and be available for review during a TCEQ monitoring systems audit.

Sections of the Basin-wide QAPP will be posted to the GBRA CRP Web page. These sections include the monitoring program or project objectives; measurement performance specifications (i.e., Table A7), appendices, and either post the monitoring schedule and maps of sampling sites, or provide a link to the coordinated monitoring schedule (CMS) website with 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 meeting. This special type of QAPP amendment will be submitted using the TCEQ-approved shell format. Only the sites covered by the GBRA 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 GBRA 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 GBRA will submit planning material 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 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. 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, and so on. 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 & 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 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 GBRA.

Project oversight - GBRA will participate in monitoring systems audits and laboratory inspections by the TCEQ.

GBRA will conduct oversight of sub-participants (including contractors and in-kind participants) who conduct field monitoring under their basin QAPP. The assessment will be performed once during the contract cycle in the case of on-going projects, or once during a project's lifetime in the case of short-lived special studies. GBRA will conduct monitoring systems audits on the two sub-tier participants: the Upper Guadalupe River Authority (UGRA) and the Wimberley Valley Watershed Association (WVWA) once each during the 2010-11biennium.

Following the on-site assessment, GBRA will provide the organization audited with an audit report within 30 days. If no findings are identified, then the report will state as such. If findings are identified during the audit, they will be reported as such in the audit report. Audit reports will contain references to written specifications, as defined in the QAPP or in a standard operating procedure (SOP). The audited organization will be asked to respond in writing to the report within 30 days. A copy of the audit report and the response will be submitted as a deliverable to the CRP Project Manager with the progress report no later than the quarter following the one in which the audit was conducted.

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. GBRA must address deviations associated with sampling activities, chain-of-custody, analytical method requirements, quality control, and data management.

Deliverables

& Due Dates: September 1, 2009 through August 31, 2010

- A. Basin-wide QAPP Receipt and Commitment Letters - October 15, 2009

- B. Specified sections of the Basin-wide QAPP posted to the Web - October 31, 2009
- C. QAPP Appendix B amendment for FY 2011 monitoring - July 31, 2010
- D. Planning meetings for Special Studies or Permit Support Monitoring - 90 days prior to the planned sampling date
- E. Planning meeting notes for Special Studies or Permit Support Monitoring- as applicable with progress report
- F. QAPP Appendices for Special Studies or Permit Support Monitoring – within 30 days after the planning meeting
- G. QAPP Amendments & Revisions to Appendices - as needed
- H. Appendix and Amendment QAPP Receipt and Commitment Letters - no later than 60 days of TCEQ approval of the QAPP but prior to the monitoring event
- I. Participate in TCEQ monitoring systems audit and respond to comments - as needed
- J. Conduct on-site oversight assessment of sub-participants, once during each project or once during contract cycle - as applicable
- K. On-site project oversight report and response - as applicable with progress report
- L. Corrective action report - as needed with progress report

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- A. Draft FY 2012/2013 Basin-wide QAPP - June 15, 2011
- B. Final FY 2012/2013 QAPP - August 15, 2011
- C. Planning meetings for Special Studies or Permit Support Monitoring - 90 days prior to the planned sampling date
- D. Planning meeting notes for Special Studies or Permit Support Monitoring- as applicable with progress report
- E. QAPP Appendices for Special Studies or Permit Support Monitoring - 30 days after the planning meeting
- F. QAPP Amendments & Revisions to Appendices - as needed
- G. Appendix and Amendment QAPP Receipt and Commitment Letters - no later than 60 days of TCEQ approval of the QAPP but prior to the monitoring event
- H. Participate in TCEQ monitoring systems audit and respond to comments - as needed
- I. Conduct on-site oversight assessment of sub-participants, once during each project or once during contract cycle - as applicable
- J. On-site project oversight report and response - with progress report
- K. Corrective action report, as needed - 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
- special study, intensive monitoring targeted to:
 - identify sources and causes
 - assess priority water quality issues
 - obtain background water quality information
 - provide information for setting site-specific permit effluent limits
 - evaluate & develop statewide, regional, and site-specific water quality standards

Task Description:

Monitoring Description

GBRA will conduct water quality monitoring and provide details in the Progress Report format as prescribed in the FY 2010-11 CRP Guidance, Exhibit 1C. GBRA will conduct routine monitoring at 19 sites on a monthly basis, collecting field, conventional, flow and bacteria parameter groups. In addition GBRA will monitor seven sites quarterly and one site bimonthly for the same parameter group. There will be 10 sites monitored quarterly in Kerr County by the Upper Guadalupe River Authority for the same parameter groups.

Biological and habitat assessments will be collected annually at 6 sites, 2 in Kerr County and 4 in the GBRA district. Two sites in the GBRA district will be sampled for metals in water one time each year. The Wimberley Valley Watershed Associations (WVWA), another sub-tier participant, will monitor seven sites eight times per year for conventional, flow, bacteria and field parameter groups in Hays County and will conduct a diurnal monitoring event once per year at one site. GBRA will monitor organics in sediment, as listed as **Priority Surface Water Quality Monitoring Core Parameters**, at five sites in the GBRA district in 2010. GBRA will monitor organics in water, as listed as **Priority Surface Water Quality Monitoring Core Parameters**, at three sites in the GBRA district. Samples will be collected from the Coletto Creek watershed and analyzed for radiological constituents in water quarterly and in sediment annually in 2010.

All monitoring procedures and methods will follow the guidelines prescribed in the *GBRA QAPP*, the *TCEQ Surface Water Quality Monitoring Procedures, Volume 1: Physical and Chemical Monitoring Methods for Water, Sediment, and Tissue (RG-415)* and the *TCEQ Surface Water Quality Monitoring Procedures, Volume 2: Methods for Collecting and Analyzing Biological Community and Habitat Data (RG-416)*.

Coordinated Monitoring Meeting - GBRA will hold an annual coordinated monitoring meeting. Qualified monitoring organizations will be invited to attend the working meeting in which monitoring needs and purposes will be discussed segment by segment and station by station. Information from participants and stakeholders will be used to select stations and parameters that will enhance overall water quality monitoring coverage, eliminate duplication of effort, and address basin priorities. The changes to the monitoring schedule will be entered into the statewide database on the Internet (<http://cms.lcra.org>) and communicated to meeting attendees. Changes to monitoring that occur during the course of the year will be entered into the statewide database on the Internet and communicated to meeting attendees.

Progress Report

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

Biological Data Reporting

Biological/habitat data reported to the TCEQ under an approved QAPP, will be submitted electronically using the TCEQ Events/Results file format, as well as in a pdf document using Biological Data Reporting Packet outlined in Exhibit 3D in the CRP Guidance.

Deliverables**& Dues Dates: September 1, 2009 through August 31, 2010**

- A. Conduct water quality monitoring, summarize activities, and submit with Progress Report - December 15, 2009; March 15 and June 15, 2010
- B. Coordinated Monitoring Meeting – March 31, 2010
- C. Coordinated Monitoring Meeting Summary of Changes - 2 weeks after meeting
- D. Email notification that Coordinated Monitoring Schedule updates are complete - May 31, 2010
- E. Biological Data Report - coordinate due date(s) with TCEQ Project Manager

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- A. Conduct water quality monitoring, summarize activities, and submit with Progress Report - September 15 and December 15, 2010; March 15 and June 15 and August 31, 2011
- B. Coordinated Monitoring Meeting – March 31, 2011
- C. Coordinated Monitoring Meeting Summary of Changes - 2 weeks after meeting
- D. Email notification that Coordinated Monitoring Schedule updates are complete - May 31, 2011
- E. Biological Data Report - coordinate due date(s) with TCEQ Project Manager

TASK 4: DATA MANAGEMENT

Objectives: To manage a quality-assured water quality monitoring database and transfer data to the TCEQ Surface Water Quality Monitoring (SWQM) 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, along with a completed Data Summary. Data Correction Request Forms will be submitted to the TCEQ whenever errors are discovered in data already reported to the statewide water quality database.

Deliverables

& Due Dates: September 1, 2009 through August 31, 2010

- A. Surface water quality monitoring data files with Data Summary - December 1, 2009; March 1 and August 1, 2010

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- A. Surface water quality monitoring data files with Data Summary - December 1, 2010; March 1 and August 1, 2011

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
- identify areas where water quality appears to be declining
- support and/or validate the findings of the TCEQ Water Quality Inventory
- support planning of monitoring efforts
- identify areas where nonpoint source management efforts may be applied through the Texas Nonpoint Source Management Program
- provide information for stakeholders to discuss at Steering Committee meetings

**Task
Description:**

Water Quality Reports

Each year a water quality report is developed for the basin(s) included in the GBRA area of coverage. The each year of this biennium, GBRA will produce a Basin Highlights Report.

Basin Highlights Report

The Basin Highlights Report will follow the outline described in the FY 2010-11 CRP Guidance. The report will include:

- information describing the status of water quality for priority water quality issues
- a summary of water quality monitoring activities for the past year
- maps showing the location of sampling sites and water quality issues
- information on the Steering Committee and the GBRA CRP Web page

Five copies of the draft and 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 Steering Committee members and all basin stakeholders and on the GBRA Web page.

In 2011, the Basin Highlights Report will be a brief document highlighting the past year's activities and an overview of priority water quality issues for the year. A table of *Impairments* and *Concerns* will accompany the report that includes information to characterize water quality conditions such as sources and causes (see Exhibit 5B of the CRP Guidance).

**Deliverables
& Due Dates: September 1, 2009 through August 31, 2010**

- A. Draft Basin Highlights Report - February 15, 2010
- B. Final Basin Highlights Report - May 15, 2010
- C. Post to Internet - Water Quality Report - July 15, 2010
- D. Inventory of events and issues affecting water quality - July 31, 2010

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- A. Draft Basin Highlights Report (hand-out) - February 15, 2011
- B. Final Basin Highlights Report (hand-out) - May 15, 2011
- C. Post to Internet - Water Quality Report - July 15, 2011
- D. Inventory of events and issues affecting water quality - July 31, 2011

TASK 6: STAKEHOLDER PARTICIPATION & 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 basin-wide 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 CRP program 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:

Basin Steering Committee & Meetings

In order to sufficiently address the different interests, concerns and priorities of each watershed, GBRA will work to ensure that its Steering Committee includes stakeholder volunteers from across the basin that represent the groups identified in the FY 2010-11 CRP Guidance. If specified groups are not represented, efforts will be made to recruit replacements before the next scheduled meeting. To engage new members and increase participation, GBRA will take every opportunity to promote the CRP and involvement in the Steering Committee.

To meet goals and coordination requirements of CRP Guidance, GBRA will conduct one Steering Committee Meeting during the month of March. Additional sub-committees or other public meetings may also be held to help complete the requirements.

GBRA will contact stakeholders at least 45 days in advance of meeting date(s) to encourage participation. A questionnaire will be sent to all interested stakeholders, that provides a list of proposed agenda topics, confirms continued interest/participation in the Steering Committee, and requests 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.

After each Steering Committee Meeting, the GBRA will ensure all stakeholder input, comments, decisions, and any other meeting accomplishments reached are addressed and incorporated 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 & Outreach

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

Because the internet is a very important tool for distributing information and increasing public awareness, GBRA will develop, maintain, update, and report on their web site as specified in the FY2010-11 CRP Guidance. The web site will be reviewed on a quarterly basis to ensure that information and announcements remain current and relevant. It is required that GBRA also include summaries of revisions to the web site in/with the corresponding quarterly Progress Report.

Deliverables

& Due Dates: September 1, 2009 through August 31, 2010

- A. Document that website meets outlined website requirements – December 15, 2009
- B. Summary of website updates - December 15, 2009; March 15 and June 15, 2010
- C. Contact Steering Committee members with questionnaire, draft agenda topics and to confirm participation – January 25, 2010
- D. Final announcements & agenda for Steering Committee meetings – February 28, 2010
- E. Basin Steering Committee Meeting- March 31, 2010
- F. Steering Committee meeting materials - with Progress Report following meeting
- G. Steering Committee meeting minutes posted to the web – with Progress Report following meeting
- H. Materials from education & outreach activities - December 15, 2009; March 15 and June 15, 2010

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- A. Summary of website updates– September 15 and December 15, 2010; March 15, June 15, and August 31, 2011
- B. Contact Steering Committee members with questionnaire, draft agenda topics and to confirm participation – January 25, 2011
- C. Final announcements & agenda for Steering Committee meetings – February 28, 2011
- D. Basin Steering Committee Meeting- March 31, 2011
- E. Steering Committee meeting materials - with Progress Report following meeting
- F. Steering Committee meeting minutes posted to the web - with Progress Report following meeting
- G. Materials from education & outreach activities - September 15 and December 15, 2010; March 15, June 15, and August 31, 2011

