

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: **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 will be submitted at the end of each fiscal year.

Conference Calls – The UCRA will participate in all scheduled conference calls unless arrangements are made with the LCRA CRP Project Manager.

Conferences and Training Events – The UCRA will participate in meetings and training events as scheduled by the CRP. All non-CRP conferences and training events will be pre-approved by the LCRA CRP Manager 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 an on-site visit, the appropriate UCRA 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 LCRA 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 5, 2009; March 5 and June 5, 2010
- B. Reimbursement Forms - December 15, 2009; March 15 and June 15, 2010
- C. Annual Self-Evaluation - August 15, 2010
- D. Additional Submission Documentation for Desk Review or Site Visit - upon request

September 1, 2010 through August 31, 2011

- A. Progress Reports - September 5 and December 5, 2010; March 5, June 5, and August 20, 2011
- B. Reimbursement Forms - September 15 and December 15, 2010; March 15, June 15, and August 20, 2011
- C. Proposed FY 2012 - 2013 Work Plan and Supporting Documentation – April 15, 2011
- D. Final FY 2012 - 2013 Work Plan and Supporting Documentation - June 1, 2011
- E. Annual Self Evaluation - August 15, 2011
- 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:

- 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 UCRA utilizes the LCRA laboratory for all CRP analytical services which is NELAC accredited.

Basin-wide QAPP – The UCRA will work closely with the LCRA QA officer to develop the Colorado River QAPP as it pertains to the upper basin CRP monitoring activities. Only those sites and parameters covered by the QAPP will be included in the document and monitored in the field. Amendments will be developed by the UCRA as required and coordinated for inclusion through the LCRA QA officer in accordance with TCEQ guidance.

Sections of the Basin-wide QAPP will be posted to the UCRA 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 Colorado River Basin QAPP will be included in Appendix B of the QAPP.

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 UCRA & LCRA CRP Project Managers. 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 LCRA CRP Project Manager on an "as needed" basis in the TCEQ shell format for agency review. UCRA will provide review, commitment letters and other documentation as appropriate to execute QAPP amendments.

Project oversight - The UCRA will participate in monitoring systems audits and laboratory inspections by the LCRA and/or TCEQ.

Corrective Action Reports - Issues that may affect data quality and availability will be tracked, addressed, and reported to the LCRA and/or TCEQ using the definitions and corrective action strategy laid out in the CRP Guidance. Deficiencies and non-conformances will be addressed in response to 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 1, 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 15, 2010
- D. Planning meetings for Special Studies or Permit Support Monitoring – as needed.
- 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 – as needed.
- G. Appendix and Amendment QAPP Receipt and Commitment Letters – as needed.
- H. Participate in LCRA monitoring systems audit and respond to comments - as needed
- I. Corrective action report - as needed with progress report

September 1, 2010 through August 31, 2011

- A. Draft FY 2012/2013 Basin-wide QAPP - (2) weeks from receipt
- B. Final FY 2012/2013 QAPP signed – (2) weeks from receipt
- C. Planning meetings for Special Studies or Permit Support Monitoring – as needed.
- 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 – as needed.
- F. Appendix and Amendment QAPP Receipt and Commitment Letters – as needed.
- G. Participate in LCRA monitoring systems audit and respond to comments - as needed
- H. 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

UCRA staff will routinely monitor water quality conditions at (29) sites, including sites within segments 1421, 1422, 1423, 1424 and 1425. Stream sites are to be monitored quarterly for flow data and field parameters with conventional chemical and bacteriological samples collected. Reservoir sites will be monitored twice annually with the collection of profile field data, conventional chemical and bacteriological samples and elevation/contents data. Conventional chemical analysis includes sulfates, chlorides, total phosphorus, nitrite/nitrate nitrogen and ammonia nitrogen. Sixteen (16) samples per year will also be submitted for analysis of Chlorophyll-A and three (3) sites will have 24 hour diurnal dissolved oxygen analyses conducted twice annually. Bacteriological analysis includes testing for E.Coli bacteria. All conventional chemical and bacteriological samples will be submitted to the LCRA ELS for analysis and reporting. All monitoring procedures and methods will follow the guidelines prescribed in the QAPP, 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)*. *Publication used will be the most current edition.*

Coordinated Monitoring Meeting (CMM)– The Upper Colorado River Basin CMM will be hosted by the CRMWD in Big Spring. The changes to the UCRA 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.

Deliverables

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

- A. Conduct water quality monitoring, summarize activities, and submit with Progress Report - December 5, 2009; March 5 and June 5, 2010
- B. Coordinated Monitoring Meeting - between March 15 and April 30, 2010
- C. Email notification to LCRA QAO that Coordinated Monitoring Schedule updates are complete - May 15, 2010

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- A. Conduct water quality monitoring, summarize activities, and submit with Progress Report - September 5 and December 5, 2010; March 5 and June 5 and August 20, 2011
- B. Coordinated Monitoring Meeting - between March 15 and April 30, 2011
- C. Email notification to LCRA QAO that Coordinated Monitoring Schedule updates are complete - May 15, 2011

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 LCRA in the correct format using the TCEQ file structure, along with a completed Data Summary. Data Correction Request Forms will be submitted to the LCRA 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 – November 15, 2009, January 15, 2010 and July 15, 2010

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- A. Surface water quality monitoring data files with Data Summary – January 15, 2011 and July 15, 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: 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 UCRA's CRP Web page

The UCRA will prepare and submit to the LCRA relevant portions of the Basin Highlights Report as they pertain to the UCRA Clean Rivers Program activities. The reports will be made available to Steering Committee members and all basin stakeholders and on the UCRA's Web page.

In odd numbered years, when no Basin Summary Report is due, the Basin Highlights Report will be a one or two page hand-out 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 CRP Guidance).

Deliverables

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

- A. Preparation meeting with LCRA for Basin Highlights Report - November 1, 2009.
- B. Relevant portions of draft Basin Highlights Report to LCRA - January 10, 2010
- C. Comments to LCRA regarding draft Basin Highlights Report – within two weeks of receipt
- D. Specified portions of Basin Highlights Report posted to UCRA web site –July 1, 2010

September 1, 2010 through August 31, 2011

- A. Preparation meeting with LCRA for Basin Highlights Report - November 1, 2010.
- B. Relevant portions of draft Basin Highlights Report to LCRA - January 10, 2011
- C. Comments to LCRA regarding draft Basin Highlights Report – within two weeks of receipt
- D. Specified portions of Basin Highlights Report posted to UCRA web site- July 1, 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: To ensure a comprehensive watershed assessment program, the UCRA will provide opportunities for the participation of “stakeholders” and other interested parties in development of water quality objectives and priorities for the basin, and CRP as a whole. Stakeholder involvement will be accomplished through both the Steering Committee process, and other public participation, outreach, and education activities following the FY 2010-2011 CRP Guidance.

Basin Steering Committee & Meetings - So that the different interests, concerns, and priorities of each watershed are addressed, the UCRA will work with LCRA & CRMWD to ensure that its Basin Steering Committee includes stakeholder volunteers from across the basin who represent the groups identified in the FY 2010-2011 CRP Guidance.

At the beginning of the biennium the UCRA will contact Steering Committee members to promote and confirm continued participation. 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, the UCRA will take every opportunity to promote the CRP and involvement in the Steering Committee, including use of the UCRA’s website.

Basin Steering Committees will meet publicly and stakeholders will be involved in development of the meeting agenda. To meet goals and coordination requirements of CRP Guidance, the UCRA will conduct an annual Steering Committee Meeting in the spring at a date determined by the CRP Partners. Additional sub-committees, or other public meetings may also be held to help complete the requirements. Besides designated meetings, efforts will be made to include additional stakeholder participation to ensure the various interests of each basin and watershed are represented.

The UCRA will communicate with all Steering Committee members and other interested stakeholders to solicit input/feedback towards meeting agenda development. 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 30 days prior to the meeting by:

- written invitations/announcements (including mail, e-mail, or fax)
- announcement placed on the UCRA Web site
- public posting notification and/or press releases provided to local newspapers

After each Steering Committee or Sub-committee Meeting, the UCRA will ensure all stakeholder input and comments, decisions, and any other meeting accomplishments reached are incorporated and/or addressed. For all Steering Committee, subcommittee, or other CRP public meetings a copy of the meeting agenda; a meeting summary and/or copy of meeting minutes; and a list of attendees will be included in the Progress Report.

Public Participation & Outreach - Enhancement of CRP public participation, outreach, and education is a primary program goal. The UCRA with Steering Committee input, will achieve this by:

- Expanding the role of the public in water quality issues by promoting CRP and the Steering Committee as a forum for citizen input.
- Providing information necessary to balance basin priorities and increase public awareness of water quality and water resource issues through use of local media contacts.
- Create a presence in the public schools (both urban and rural) through participation in environmental camps, enrichment programming and annual outdoor environmental events.

For any public participation, outreach, or school enrichment activities, a copy of the activities summary, materials produced/distributed by the Planning Agency, and a list of participants will be included in the Progress Report.

Because the internet is a very important tool for providing information, increasing stakeholder and public awareness, and improving involvement in the CRP, the UCRA will to develop, maintain, and update, and report on their Web site as specified in the FY 2010-2011 CRP Guidance.

The UCRA will also attend the CRP Stakeholder's Workgroup Meetings.

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 5, 2009; March 5 and June 5, 2010
- C. Contact Steering Committee members prior to sending meeting notices to draft agenda topics and to confirm participation – *a minimum of 30 days prior to Steering Committee Meeting date*
- D. Final announcements & agenda for Steering Committee meetings – *a minimum of 15 days in advance of meeting*
- E. Basin Steering Committee Meeting – to be determined with LCRA Project Manager
- F. Steering Committee meeting materials - *with Progress Report following meeting*
- G. Steering Committee meeting minutes posted to the web – *indicate in Progress Report following meeting*
- H. Materials from education & outreach activities - December 5, 2009; March 5 and June 5, 2010

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- A. Summary of website updates– September 5 and December 5, 2010; March 5, June 5, and August 20, 2011
- B. Contact Steering Committee members prior to sending meeting notices to draft agenda topics and to confirm participation – *a minimum of 30 days prior to Steering Committee Meeting date.*
- C. Final announcements & agenda for Steering Committee meetings – *a minimum of 15 days in advance of meeting*
- D. Basin Steering Committee Meeting – to be determined with LCRA Project Manager
- E. Steering Committee meeting materials - *with Progress Report following meeting*
- F. Steering Committee meeting minutes posted to the web - *indicate in Progress Report following meeting*
- G. Materials from education & outreach activities - September 5 and December 5, 2010; March 5, June 5, and August 20, 2011