

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 FY 2006-07 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 under the contract

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 a description of water quality monitoring which occurred during the quarter. The Progress Report will be in the format provided in Exhibit 1D of the FY06-07 CRP Guidance.

Reimbursement Requests - A purchase voucher, 269a, 269a1-4, and 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 Evaluation - An annual self evaluation will be submitted.

Procurement Documentation - Documentation of the procurement process used to solicit, evaluate, pay, and oversee subcontractors, as specified in the FY2006-2007 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 1K) will be submitted with the supporting documentation required with the work plan.

Conference Calls - GBRA will participate in all scheduled conference calls unless arrangements can be 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 will 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 FY2006-2007 CRP Guidance. In the case of on an on-site

visit, the appropriate GBRA personnel will be available during the visit.

FY 2008 - 2009 Work Plan and Supporting Documentation - The Work Plan and supporting documentation will be prepared and submitted as specified in the **FY2008-2009** CRP Guidance. Supporting documentation will include, at a minimum: budget by category, budget by task, Personnel Eligibility List, fringe rate methodology, indirect rate methodology, shared supplies cost 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 **2008-2009** 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.

Equipment: No need for additional equipment is anticipated to support this task.

**Deliverables
& Due Dates:** **September 1, 2005 through August 31, 2006**

- A. Progress Reports - December 15, 2005; March 15 and June 15, 2006
- B. Reimbursement Forms - December 30, 2005; March 30 and June 30, 2006
- C. Annual Self-Evaluation - August 15, 2006
- D. **Procurement Documents** - upon execution of the subcontract
- E. Participation in CRP Planning Meeting(s) - TBA
- F. Additional Submission Documentation for Desk Review or Site Visit - upon request
- G. Attendance at CRP training events - TBA
- H. Letter indicating that the financial audit report was submitted to the TCEQ Utilities and Districts section - within 135 days of the end of the GBRA's fiscal year

September 1, 2006 through August 31, 2007

- A. Progress Reports - September 15 and December 15, 2006; March 15, June 15, and August 31, 2007
- B. Reimbursement Forms - September 30 and December 30, 2006; March 30, June 30, and August 31, 2007
- D. Proposed FY 2008 - 2009 Work Plan and Supporting Documentation - May 1, 2007
- E. Final FY 2008 - 2009 Work Plan and Supporting Documentation - June 15, 2007
- F. Annual Self Evaluation - August 15, 2007
- G. **Procurement Documents** - upon execution of the subcontract
- H. Participation in CRP Planning Meeting(s) - TBA
- I. Additional Submission Documentation for Desk Review or Site Visit - upon request
- J. Attendance at CRP training events - TBA
- K. Letter indicating that the financial audit report was submitted to the TCEQ Utilities and Districts section - within 135 days of the end of the GBRA's fiscal year

TASK 2: QUALITY ASSURANCE

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

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

Task

Description: **NELAC Accreditation Activities** - GBRA's Regional Laboratory will begin the NELAC accreditation process through the TCEQ as soon as it is available to do so. GBRA's Regional Laboratory does analyses for outside customers in addition to the Guadalupe Basin CRP so the majority of the costs associated with accreditation will be assumed by GBRA. Any costs associated with the fields of accreditation that are specific to the CRP activities will be charged to the program.

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 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 (including the laboratory) 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 GBRA's quality assurance records. Copies of all QAPP Receipt and Commitment letters will be forwarded to the TCEQ within 60 days of TCEQ approval. 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 GBRA's CRP Web page. Information that will be posted includes project objectives, measurement performance specifications (i.e., Table A7), monitoring tables, and maps of sampling sites.

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-prescribed format. Only the sites covered by the GBRA's QAPP will be included in Appendix B of the QAPP.

QAPP Amendments - Changes in parameters, sampling or analytical procedures, project organization, and other items of an existing project necessitates an amendment to the QAPP. The amendment will be submitted electronically to the CRP Project Manager on an "as needed" basis in the TCEQ shell format for agency review. QAPP Amendments will be distributed, upon approval, to all personnel on the distribution list maintained by 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 the GBRA Basin-wide 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 2006-07 biennium.

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. 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.

Equipment: No need for additional equipment is anticipated to support this task.

Deliverables

& Due Dates: September 1, 2005 through August 31, 2006

- A. Basin-wide QAPP Receipt and Commitment Letters - October 15, 2005
- B. Specified sections of the Basin-wide QAPP posted to the Web - October 31, 2005
- C. QAPP Appendix B amendment for FY 2007 monitoring - July 31, 2006
- D. QAPP Amendments - as needed
- E. Amendment QAPP Receipt and Commitment Letters - as needed
- F. Participate in TCEQ monitoring systems audit and respond to comments - as needed
- G. Conduct on-site oversight assessment of sub-participants, once during each project or once during contract cycle - as applicable
- H. On-site project oversight report and response - with progress report
- I. Corrective action report, as needed - with progress report

September 1, 2006 through August 31, 2007

- A. Draft FY 2008/2009 Basin-wide QAPP - June 15, 2007
- B. Final FY 2008/2009 QAPP - August 15, 2007
- C. QAPP Amendments - as needed
- D. Amendment QAPP Receipt and Commitment Letters - as needed
- E. Participate in TCEQ monitoring systems audit and respond to comments - as needed
- F. Conduct on-site oversight assessment of sub-participants, once during each project or once during contract cycle - as applicable
- G. On-site project oversight report and response - with progress report
- H. Corrective action report, as needed - with progress report

TASK 3: WATER QUALITY MONITORING

Objectives: Data collection efforts will focus on providing information to support:

- ! planning and coordination of basin-wide monitoring
- ! temporal and spatial analysis of water quality
- ! knowledge of water quality and flow for unclassified streams
- ! evaluation and development of state-wide, regional, and site-specific water quality standards
- ! permit criteria related to the flow status of receiving streams
- ! priority monitoring
- ! use attainability assessments
- ! special studies

Task

Description: Monitoring Description

The GBRA and UGRA will conduct water quality monitoring and provide details in the Progress Report format as prescribed in the FY 2004-05 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 three sites bimonthly for the same parameter group. There will be 10 sites monitored in Kerr County under a subcontract on a quarterly basis for the same parameter groups. Biological and habitat assessments will be collected **semi-annually** at 7 sites, 2 in Kerr County and 5 in the GBRA district. Nine sites, two in Kerr County and 7 in the GBRA district will be sampled for metals. Nineteen stations in Kerr County will be monitored **weekly** for E. coli as non-point source monitoring from May through August. 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 month at one site. GBRA will monitor organics in water, as listed as **Priority Surface Water Quality Monitoring Core Parameters**, at one site in Kerr County in 2006 and propose to monitor a different urban site in 2007, not yet selected.

GBRA will post key elements of monitoring, including data, special study reports or summaries (e.g., executive summary, maps, data analysis) to the web site in a timely manner. Site selection and frequencies of monitoring are determined by the number of minimum measurements necessary for site assessments as described in the FY **2004-05** CRP Guidance, Task 3. At those sites where biological samples will be collected twice per year, the assessments will be performed during the index period of March 15 and October 15, with one event falling between July 1 and September 30. At those sites where biological samples will be collected once per year, the assessment will be performed during the index period. 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 - The 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 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 summarized at the end of each fiscal year and submitted electronically or in hard copy using the Biological Data Reporting Packet outlined in Exhibit 3D in the CRP Guidance. Two copies of the reporting packet with color photos will be submitted.

Equipment: No need for additional equipment is anticipated to support this task.

Deliverables

& Dues Dates: September 1, 2005 through August 31, 2006

- A. Conduct water quality monitoring, summarize activities, and submit with Progress Report - December 15, 2005; March 15 and June 15, 2006
- B. Coordinated Monitoring Meeting - between March 15 and April 30, 2006
- C. Email notification to the CRP Project Manager that statewide coordinated monitoring schedule updates have been completed - May 31, 2006
- D. Biological Data Reporting Packet on disk - due dates coordinated with CRP Project Manager

September 1, 2006 through August 31, 2007

- A. Conduct water quality monitoring, summarize activities, and submit with Progress Report - September 15 and December 15, 2006; March 15 and June 15 and August 31, 2007
- B. Coordinated Monitoring Meeting - between March 15 and April 30, 2007
- C. Email notification to the CRP Project Manager that statewide coordinated monitoring schedule updates have been completed - May 31, 2007
- D. Biological Data Reporting Packet on disk - due dates coordinated with CRP 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 to support the statewide water quality database.

Task

Description: Surface water quality monitoring data files, including biological, special studies, and targeted monitoring data, 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. Water quality data approved by the TCEQ will be posted on the GBRA's Web site at least two times per year.

Station Location Requests will be submitted as needed to obtain TCEQ station numbers for new monitoring sites.

Equipment: No need for additional equipment is anticipated to support this task.

Deliverables

& Due Dates: September 1, 2005 through August 31, 2006

- A. Surface water quality monitoring data files and Data Summary - December 1, 2005; March 1 and August 1, 2006
- B. Surface water quality monitoring data updates posted to the Web – January 31 and July 31, 2006
- C. Data Correction Request Forms - submit as needed
- D. Station Location Request Forms - submit as needed

September 1, 2006 through August 31, 2007

- A. Surface water quality monitoring data files and Data Summary - December 1, 2006; March 1 and August 1, 2007
- B. Surface water quality monitoring data updates posted to the Web - January 31 and July 31, 2007
- C. Data Correction Request Forms - submit as needed
- D. Station Location Request Forms - submit as needed

TASK 5: DATA ANALYSIS AND REPORTING

Objectives: Conduct data analysis and develop reports that provide information to identify and describe water quality issues so that they may be prioritized 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
- ! be used to plan monitoring efforts
- ! identify areas where nonpoint source management efforts may be applied through the Texas Nonpoint Source Management Program
- ! provide information for discussion at Steering Committee meetings

Task

Description: Basin Highlights Report

The Basin Highlights Report will follow the outline described in the FY 2006-07 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's 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's Web page.

Equipment: No need for additional equipment is anticipated to support this task.

Deliverables

& Due Dates: September 1, 2005 through August 31, 2006

- A. Draft Basin Highlights Report - February 1, 2006
- B. Final Basin Highlights Report - May 15, 2006
- C. Specified sections of final Basin Highlights Report posted to the Web - July 15, 2006
- D. Inventory of events and issues affecting water quality - July 31, 2006

September 1, 2006 through August 31, 2007

- A. Draft Basin Highlights Report - February 1, 2007
- B. Final Basin Highlights Report - May 15, 2007
- C. Specified sections of final Basin Highlights Report posted to the Web - July 15, 2007
- D. Inventory of events and issues affecting water quality - July 31, 2007

TASK 6: STAKEHOLDER PARTICIPATION & PUBLIC OUTREACH

Objectives: Enhance and support participation of “stakeholders” (including the general public and other interested parties) in development of water quality objectives and priorities for the basin, and CRP as a whole. Stakeholder involvement in helping determine the direction of each basin’s activities is crucial and should be accomplished through both the Steering Committee process, and other public participation, outreach, and education activities. To accomplish this GBRA will follow the FY 2006-07 CRP Guidance to:

Establish, organize, and lead a basin-wide Steering Committee that serves as the focus of public input. To support this the Steering Committee shall meet regularly and assist with:

- ! Development and review of basin priorities and objectives that address water quality problems and pollutant sources.
- ! Review, suggestions for modification, and approval of the Basin Summary Report(s).
- ! Development, review, and determining effectiveness of the CRP work plan, and the use, and allocation of the program’s costs and funds.
- ! Development, review, and determining effectiveness of the basin’s watershed monitoring and assessment program (including review of the coordinated monitoring schedule).
- ! Development and review of strategies for increasing involvement of private citizens/organizations and providing a forum for stakeholder ideas and concerns.

Engage the public through public participation, outreach, and education activities that support CRP program goals and priorities. To support this GBRA will:

- ! Provide forums for citizens to contribute their ideas and concerns to the process.
- ! Provide information necessary to balance local, regional, state, and federal priorities.
- ! Expand the role of the public in water quality management issues.
- ! Increase public awareness about local water quality, and water resource issues.
- ! Promote volunteer monitoring of local water bodies, rivers, creeks, and streams.

Task

Description: To ensure a comprehensive watershed assessment program, GBRA 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. A stakeholder, as defined in this work plan, is any individual or entity that has a vested interest in the basin’s waters, including the general public, institutions, government, industry, and fee payers. Stakeholder involvement will be accomplished through both the Steering Committee process, and other public participation, outreach, and education activities following the FY 2006-07 CRP Guidance.

Basin Steering Committee & Meetings - So that the different interests, concerns, and priorities of each watershed are addressed, GBRA will work to ensure that it’s Basin Steering Committee includes stakeholder volunteers from across the basin that the represent the groups identified in the FY 2006-07 CRP Guidance. Special emphasis will be placed on engaging and recruiting private citizens to serve and/or attend committee meetings.

At the beginning of the biennium the GBRA will contact the Steering Committee members to promote and confirm continued participation. Responses will be reviewed against CRP guidelines and 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 the role of the Steering Committee including use of GBRA’s Web site to promote involvement. Some

form of regular communication will be established with Steering Committee members (and other interested stakeholders) to keep the members involved and informed of ongoing basin activities.

Basin Steering Committees will meet publicly and be involved in development of the meeting agenda. To meet goals and coordination requirements of CRP Guidance, GBRA will conduct one annual Steering Committee Meeting at the GBRA General Office in Seguin. Additional subcommittees, or other public meetings may also be held to help complete the requirements. Besides designated Steering Committee members, efforts will be made to include additional stakeholder participation to ensure the various interests of each basin and watershed are represented.

The GBRA will design and distribute a pre-meeting questionnaire (following CRP FY 2006-07 Guidance) to 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 GBRA's Web site; and
- **Provide** notice(s) to local newspaper(s) and/or news media.

After each Steering Committee or Subcommittee Meeting, the GBRA 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 in is a primary program goal. GBRA, with Steering Committee input, will achieve this by:

- Expanding the role of the public in water quality management issues by promoting CRP and the Steering Committee as a forum for citizen input. This will be accomplished by facilitation of focus groups such as the Lake Management Workgroup. The Lake Management Workgroup is a focus group composed of representatives from area homeowner/lakeside landowners, municipalities, county governments and other interested parties that address water use and water quality concerns in the Guadalupe River Hydroelectric Lakes.
- Providing information necessary to balance basin priorities and increase public awareness of local water quality, and water resource issues. This will be accomplished by presentations and tours to area schools, civic organizations and interested parties, news releases, and the website with information and links to associated websites. Additionally, an educational brochure will be produced that focuses on challenges that new rural home and landowners face dealing with water well maintenance, household and hazardous waste disposal, including septic tank maintenance, and non-point source pollution activities that can impact water quality such as fertilizer and pesticide misuse. The brochure will briefly cover maintenance of water wells and septic tanks, land use practices and hazardous waste disposal. The brochure will be produced in-house and distributed to real estate agencies, title companies and homeowner organizations in the river basin.
- Promoting volunteer monitoring of local water bodies, rivers, creeks. This will be accomplished by the promotion of Texas Watch activities (including kit supplies, training sessions, quality assurance sessions and technical support as needed by groups).

For any public participation and outreach activities a copy of the activities summary, materials produced/distributed by GBRA, and a list of attendees will be included in the

Progress Report. Volunteer monitoring activities will also be reported as outlined in the FY 2006-07 CRP Guidance.

Because the Internet is a very important tool for providing information, increasing stakeholder and public awareness, and improving involvement in the CRP, GBRA will develop, maintain, update, and report on their Web site as specified in the FY 2006-07 CRP Guidance.

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

Equipment: No need for additional equipment is anticipated to support this task.

**Deliverables
& Due Dates:** **September 1, 2005 through August 31, 2006**

- A. Contact Steering Committee members to promote/confirm participation and review response against Membership Guidelines - November 30, 2005
- B. Develop Web site as outlined in the Web Site Requirements - November 30, 2003
- C. Maintain Web site and provide summary of updates and/or copies of revised pages - December 15, 2005; March 15, June 15, 2006
- D. Hold Basin Steering Committee Meeting(s) as necessary to meet CRP requirements - April 30, 2006
- E. Distribute Pre-meeting Questionnaire to Steering Committee and interested stakeholders 60 days prior to meeting - February 30, 2006
- F. Distribute final announcements and agendas of Steering Committee and other public meetings 30 days prior to meeting - March 30, 2006
- G. Meeting Materials submitted with Progress Report - June 15, 2006
- H. Steering Committee Meeting minutes posted to the Web - June 30, 2006
- I. Public Participation & Outreach Activities - with Progress Reports
- J. Volunteer Monitoring Activities - with Progress Reports
- L. Attend CRP Stakeholders Workgroup Meeting – TBA
- M. Draft Home/Land Owner Educational Brochure – March 15, 2006
- N. Produce Final Home/Landowner Educational Brochure – August 31, 2006

September 1, 2006 through August 31, 2007

- A. Maintain Web site and provide summary of updates and/or copies of revised pages – September and December 15, 2006; March 15, June 15, and August 31, 2007
- B. Hold Basin Steering Committee Meeting(s) as necessary to meet CRP requirements - April 30, 2007
- C. Distribute Pre-meeting Questionnaire to Steering Committee and interested stakeholders 60 days prior to meeting - February 30, 2007
- D. Distribute final announcements and agendas of Steering Committee and other public meetings 30 days prior to meeting - March 30, 2007
- E. Meeting Materials submitted with Progress Report - June 15, 2007
- F. Steering Committee Meeting minutes posted to the Web - June 30, 2007
- G. Public Participation & Outreach Activities - with Progress Reports
- H. Volunteer Monitoring Activities - with Progress Reports
- I. Attend CRP Stakeholders Workgroup Meeting – TBA
- J. Distribute Final Home/Landowner Educational Brochure - September, 2006-August, 2007