

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 Long-Term Action Plan (LTAP) 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 2004-05 CRP Guidance
- adherence to TCEQ contract provisions
- detailed and reasonable Work Plan development
- financial reporting and budget monitoring
- training to ensure personnel are prepared to conduct work under the contract

Task

Description: As part of the Clean Rivers Program (CRP) project administration, Lower Neches Valley Authority (LNVA) will prepare quarterly progress reports and reimbursement vouchers as per FY 2004-2005 guidance. LNVA will also provide TCEQ with a Cost Accounting Report in the format described in the guidance document, annually submit documentation for reimbursement upon request, and updates to the equipment inventory list with quarterly reports, as new equipment is purchased. In addition to the above, LNVA will also participate in the CRP Long Term Action Planning, conference calls, contractor evaluations and prepare CRP workplan for fiscal year 06-07.

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 1C of the FY04-05 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).

Cost Accounting Report - The report will be prepared and submitted annually reflecting appropriate fiscal year using Exhibit 1F from the FY 2004-2005 CRP Guidance.

Contractor Evaluation - An annual SELF evaluation will be submitted.

Procurement Process Documentation - Documentation of the procurement process used to solicit, evaluate, pay, and oversee subcontractors, as specified in the FY2004-2005 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, the following will be submitted: a letter listing the procurement method used, contract amount, contract term, payment method, name of subcontractor, and scope of work. In addition, a Procurement System Certification will be submitted prior to subcontracting any work.

Conference Calls - Lower Neches Valley Authority will participate in all scheduled conference calls unless arrangements can be made with the TCEQ Project Manager.

Conferences and Training Events - Lower Neches Valley Authority 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. Events that LNVA will attend include Texas Water Monitoring Congress and TNRIS GIS Forum.

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 FY2004-2005 CRP Guidance. In the case of an on-site visit, the appropriate Lower Neches Valley Authority personnel will be available during the visit.

FY 2006 - 2007 Work Plan and Supporting Documentation - The Work Plan and supporting documentation will be prepared and submitted as specified in the FY2006-2007 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, and known training events/conferences. The Work Plan will include the tasks and deliverables outlined in the FY 2006-2007 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 new equipment will be purchased to accomplish the work in this task.

**Deliverables
& Due Dates:** **September 1, 2003 through August 31, 2004**

- A. Progress Reports - December 15, 2003; March 15, and June 15, 2004
- B. Reimbursement Forms - December 30, 2003; March 30 and June 30, 2004
- C. Cost Accounting Report covering September 1, 2002 to August 31, 2003 - October 15, 2003
- D. Annual Self-Evaluation - August 15, 2004
- E. Procurement Documentation - upon execution of the subcontract
- F. Participation in Long-Term Action Planning Meeting(s) - TBA
- G. Additional Submission Documentation for Desk Review or Site Visit - upon request
- H. Attendance at CRP training events - TBA
- I. Letter indicating that the financial audit report was submitted to the TCEQ Utilities and Districts section - within 135 days of the end of the Planning Agency's fiscal year

September 1, 2004 through August 31, 2005

- A. Progress Reports - September 15 and December 15, 2004; March 15, June 15, and August 31, 2005
- B. Reimbursement Forms - September 30 and December 30, 2004; March 30, June 30, and August 31, 2005
- C. Cost Accounting Report covering September 1, 2003 to August 31, 2004 - October 15, 2004
- D. Proposed FY 2006 - 2007 Work Plan and Supporting Documentation - May 1, 2005
- E. Final FY 2006 - 2007 Work Plan and Supporting Documentation - June 15, 2005
- F. Annual Self Evaluation - August 15, 2005
- G. Procurement Documentation - upon execution of the subcontract
- H. Participation in Long-Term Action 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 Planning Agency'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:

- planning and coordination of basin-wide monitoring
- special studies project planning
- QAPP development and implementation
- laboratory quality assurance
- data review, verification, and validation
- project oversight

Task

Description: The objectives of this task includes coordination of monitoring activities, management and implementation of coordinated monitoring, assurance of appropriate methodologies, data management, data collection under an approved Quality Assurance Project Plan (QAPP), data verification and validation, and training. LNVA will respond to TCEQ comments on the QAPP within 30 days of the receipt of the comments.

LNVA will host Basin Monitoring Coordination Meetings each fiscal year to develop a coordinated monitoring schedule. The monitoring schedule will be incorporated in LNVA's QAPP. Monitoring activities are conducted in accordance with an approved QAPP, updated as outlined in the deliverables of this workplan. LNVA will include key elements of quality assurance, as outlined in the guidance document, and data management as part of the QAPP update. LNVA will also participate in CRP training events associated with the project.

Coordinated Monitoring Meeting - The Lower Neches Valley Authority 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. Following the meeting, the Lower Neches Valley Authority will submit the coordinated monitoring schedule to meeting participants and present it to the steering committee to ensure it is accurate and addresses stakeholder concerns.

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. The Lower Neches Valley Authority will address all TCEQ comments and submit the revised QAPP to the TCEQ within 30 days after receiving comments from the TCEQ.

The Lower Neches Valley Authority will secure written documentation from participants under the QAPP (including the laboratory) stating their awareness of and commitment to requirements contained in the QAPP. This documentation will be maintained as part of the Lower Neches Valley Authority's quality assurance records. Copies of all commitment letters will be forwarded to the TCEQ within 60 days of TCEQ approval. The Lower Neches Valley Authority will distribute the QAPP to all participants (including the laboratory). Documentation of distribution will be maintained by the Lower Neches Valley Authority and be available for review during a TCEQ monitoring systems audit.

Sections of the Basin-wide QAPP will be posted to the Lower Neches Valley Authority'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.

Appendix B of QAPP - 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 Lower Neches Valley Authority's QAPP will be included in Appendix B of the QAPP.

Special Project Planning - Special monitoring projects will be systematically planned in consultation with TCEQ staff around the elements of the QAPP. The Lower Neches Valley Authority Project Manager will coordinate with the TCEQ to establish the planning team, schedule the meeting, distribute meeting materials in advance of the meeting, facilitate the meeting, and prepare meeting minutes. Lower Neches Valley Authority 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, landuse information, etc. The information developed during the planning meeting will be incorporated into a QAPP appendix.

QAPP Appendices - QAPP appendices for projects with alternate objectives to the existing QAPP will incorporate projects into the QAPP after they are thoroughly planned in consultation with the TCEQ. The QAPP appendices will 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 - 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 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 the Planning Agency.

On-site Assessment - Lower Neches Valley Authority 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. Deficiencies and nonconformances will be addressed in response to deviations associated with sampling activities, chain-of-custody, analytical method requirements, quality control, and data management.

Equipment: No new equipment will be purchased to accomplish the work in this task.

Deliverables

& Due Dates: September 1, 2003 through August 31, 2004

- A. Final FY 2004/2005 Basin-wide QAPP - September 1, 2003
- B. Specified sections of the Basin-wide QAPP posted to the Web - October 31, 2003
- C. Coordinated Monitoring Meeting - between March 15 and April 30, 2004
- D. QAPP Appendix B amendment for FY 2005 monitoring - July 31, 2004
- E. Special Project Planning meeting(s) - as needed
- F. Special Project Planning meeting notes - with progress report
- G. QAPP Appendices (for special projects) - as needed
- H. QAPP Amendments - as needed
- I. Participate in TCEQ monitoring systems audit and respond to comments - as needed
- J. Conduct on-site project assessments - as needed
- K. On-site project assessment report and response - with progress report
- L. Corrective action report - with progress report

September 1, 2004 through August 31, 2005

- A. Coordinated Monitoring Meeting - between March 15 and April 30, 2005
- B. Draft FY 2006/2007 QAPP - June 15, 2005
- C. Final FY 2007/2007 QAPP - August 15, 2005
- D. Special Project Planning meeting - as needed
- E. Special Project Planning meeting notes - with progress report
- F. QAPP Appendices (for special projects) - as needed
- G. QAPP Amendments - as needed
- H. Participate in TCEQ monitoring systems audit and respond to comments - as needed
- I. Conduct on-site project assessments - as needed
- J. On-site project assessment report and response - with progress report
- K. Corrective action report - with progress report

TASK 3: WATER QUALITY MONITORING

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

- 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: LNVA will continue to monitor surface water quality in the Lower Neches River Basin and Neches-Trinity Coastal Basin (to East Bay) for the Clean Rivers Program to obtain information on biological, chemical and physical characteristics. LNVA's water quality monitoring programs will be consistent with the FY 04-05 CRP Guidance for water quality monitoring, as well as its goals and objectives. Site selection, field measurement, sample collection, and applicable laboratory procedures and analysis will follow the guidelines in the TCEQ *Surface Water Quality Monitoring Procedures Manual* (GI-252) and the most recently approved edition of the Standard Methods. Monitoring activities are conducted in accordance with an approved CRP QAPP, and reviewed annually to evaluate program effectiveness, new cooperative efforts, and emerging priorities.

Monitoring Description (Task 3.1 & 3.2)

LNVA's monitoring activities under this work plan will include fixed station(routine) and systematic watershed monitoring. The fixed station monitoring program complements existing TCEQ coverage of LNVA's assessment area to ensure effective coverage now and in the future. LNVA will monitor a minimum of 19 fixed locations quarterly (4 visits per year) for field parameters, conventional parameters, bacteria(E. Coli), and flow. Metals will be monitored at a minimum of 12 sites at least once per year.

LNVA's systematic monitoring will be directed at collecting 24 hour dissolved oxygen (diel) and flow data at a minimum of 5 sites in segment 607 and 2 sites in segment 608 twice per year during the index period in both FY2004 and FY2005. LNVA, will also assist TCEQ staff with data collection efforts for the Use Attainability Analysis (UAA) project scheduled to be conducted on Pine Island Bayou during the index period in both FY2004 and FY2005.

All routine and systematic monitoring will follow the schedule indicated in LNVA's FY04-05 CRP QAPP. All monitoring procedures and methods will follow the guidelines prescribed in LNVA's QAPP and the TCEQ Surface Water Quality Monitoring Procedures Manual (GI-252).

Progress Report

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

Targeted Monitoring (Task 3.3)

There are no planned Targeted Monitoring activities for the biennium.

Special Studies (Task 3.4)

There are no planned Special Studies activities for the biennium.

Equipment: No new equipment will be purchased to accomplish the work in this task.

Deliverables

& Dues Dates: September 1, 2003 through August 31, 2004

Task 3.1 - Routine Monitoring & 3.2 - Systematic Monitoring

- A. Conduct water quality monitoring and summarize activities in Progress Report - December 15, 2003; March 15 and June 15, 2004

September 1, 2004 through August 31, 2005

Task 3.1 - Routine Monitoring & 3.2 - Systematic Monitoring

- A. Conduct water quality monitoring and summarize activities in Progress Report - September 15 and December 15, 2004; March 15 and June 15 and August 31, 2005

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. To transfer the basin-wide coordinated monitoring schedule in the required format to support the development of a statewide monitoring schedule.

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. Electronic 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 Lower Neches Valley Authority's Web site at least two times per year.

The draft and final coordinated monitoring schedules will be submitted to the TCEQ in electronic format (ASCII) and in hard copy, using the TCEQ file structure. The final coordinated monitoring schedule, along with associated maps, will be posted on Lower Neches Valley Authority's Web page. Updates and changes to the schedule will be coordinated with the TCEQ and re-posted to the Lower Neches Valley Authority's Web page as needed. Lower Neches Valley Authority will send revised coordinated schedules to their TCEQ Project Manager as needed.

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

Equipment: No new equipment will be purchased to accomplish the work in this task.

Deliverables

& Due Dates: September 1, 2003 through August 31, 2004

- A. Surface water quality monitoring data files and Data Summary - December 10, 2003; May 10 and August 10, 2004
- B. Surface water quality monitoring data updates posted to the Web - January 31 and July 31, 2004
- C. Draft coordinated monitoring schedule - May 15, 2004
- D. Final coordinated monitoring schedule - May 31, 2004
- E. Final coordinated monitoring schedule with maps be posted to the Web - August 15, 2004
- F. Data Correction Request Forms - submit in electronic format as needed
- G. Station Location Request Forms - submit as needed

September 1, 2004 through August 31, 2005

- A. Surface water quality monitoring data files and Data Summary - December 10, 2004; May 10 and August 10, 2005
- B. Surface water quality monitoring data updates posted to the Web - January 31 and July 31, 2005
- C. Draft coordinated monitoring schedule - May 15, 2005
- D. Final coordinated monitoring schedule - May 31, 2005
- E. Final coordinated monitoring schedule with maps be posted to the Web - August 15, 2005
- F. Data Correction Request Forms - submit in electronic format as needed
- G. 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
prepare and plan coordinated monitoring schedules
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 2004-05 CRP Guidance for activities in its assessment area (Lower Neches River & Neches- Trinity Coastal Basin, Basin Groups A and C, respectively). 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, and
- information on the Steering Committee and LNVA'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 LNVA's Web page.

Basin Summary Report

The Basin Summary Report will follow the outline described in the FY 2004-05 CRP Guidance. The report will contain a comprehensive review of water quality for the entire basin covering the last five years, 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
- recommendations of water quality management strategies for correcting identified water quality problems and pollution sources.

As part of basing group A, LNVA will be responsible for reporting on the lower portion of Basin 6 (Neches River Basin) during FY2004. 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 Planning Agency's Web page. Only key sections of the Basin Summary Report will be placed on the Web page due to size considerations. The Basin Summary Report will be presented to the basin Steering Committee for review and comment, and coordinated with the public and the TCEQ. The Basin Summary Report will be mailed to the Texas Parks and Wildlife Department, Texas 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.

Equipment: No new equipment will be purchased to accomplish the work in this task.

Deliverables

& Due Dates: September 1, 2003 through August 31, 2004

- A. Draft Basin Summary Report (basin groups A and C) - February 1, 2004
- B. Final Basin Summary Report (basin groups A and C) - May 31, 2004
- C. Specified sections of final Basin Summary Report (basin groups A and C) posted to the Web - July 1, 2004
- D. Inventory of events and issues affecting water quality (*optional*) - July 31, 2004

September 1, 2004 through August 31, 2005

- A. Draft Basin Highlights Report - February 1, 2005
- B. Final Basin Highlights Report - May 31, 2005
- C. Specified sections of final Basin Highlights Report posted to the Web - July 1, 2005
- D. Inventory of events and issues affecting water quality (*optional*) - July 31, 2005

TASK 6: STAKEHOLDER PARTICIPATION & PUBLIC OUTREACH

Objectives: To 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 the CRP as a whole. Stakeholder involvement in helping determine the direction of each basin's activities is crucial and will be accomplished through both the Steering Committee process, and other public participation, outreach, and education activities, which include:

- providing forums for citizens to contribute their ideas and concerns to the process
- providing information necessary to balance local, regional, state, and federal priorities
- expanding the role of the public in water quality management issues
- increasing public awareness about local water quality, and water resource issues
- promoting volunteer monitoring of local water bodies, rivers, creeks, and streams

Task

Description: In order to encourage public involvement in the regional water quality assessment process, LNVA will implement various outreach strategies in accordance with the FY 2004-05 CRP Guidance.

Basin Steering Committee & Meetings - So that the different interests, concerns, and priorities of each watershed are addressed, the LNVA will work to establish a Basin Steering Committee which includes stakeholders from across the basin that represent the groups identified in the FY 2004-05 CRP Guidance. Special emphasis will be placed on engaging and recruiting private citizens to serve and/or attend committee meetings.

LNVA's Steering Committee shall meet regularly and will be provided the opportunity to assist with:

- Development and review of basin priorities and objectives that address water quality problems and pollutant sources
- Review of comments and suggestions for modification 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 and organizations and for providing forums for contribution of ideas and concerns

At the beginning of each fiscal year, LNVA 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, the LNVA will take every opportunity to promote the CRP and the role of the Steering Committee. The LNVA's Web site will also be used to promote involvement of new Steering Committee members. 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 the outlined goals and coordination requirements of the CRP FY 2004-05 Guidance, the LNVA will conduct at least one Steering Committee Meeting per year in the Beaumont area scheduled before April 15, 2004 and April 15, 2005. Additional subcommittees, or other public meetings may also be held to help complete the requirements. Besides the designated Steering Committee members, efforts will be made to include additional stakeholder and public participation so that the various interests of each basin and watershed are represented.

The LNVA will design and distribute a pre-meeting questionnaire (following CRP FY 2004-05 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 announcement (including mail, e-mail, or fax), by an announcement placed on LNVA's Web site, and by notice(s) in local newspapers and/or news media.

After each Steering Committee or Subcommittee Meeting, the LNVA will compile all stakeholder input and comments, decisions, and any other meeting accomplishments and incorporate and/or address them as appropriate. 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 with the Progress Report.

Public Participation & Outreach – The LNVA, with Steering Committee input, will engage the public through public participation, outreach, and education activities that support CRP program goals and priorities 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 putting notice of the public Steering Committee Meeting on LNVA's Website, and by providing notices to local media and newspapers that it is a public event. LNVA staff also will attend other meetings concerning water quality related matters in the lower Neches Basin to keep informed, share information about CRP with citizens concerned about water quality issues, and promote the Steering Committee process and meeting dates.
- Provide the necessary information to balance basin priorities and increase public awareness of local water quality, and water resource issues. This will be accomplished by participation in events the Texas Rivers Exhibit put on by the Texas Freshwater Fisheries where a booth concerning LNVA and CRP and the lower Neches River Basin be are supplied at meetings, events and as requested. LNVA will continue to promote water quality awareness through water quality monitoring demonstrations conducted for students from elementary up to high school grade levels. LNVA will also continue to support a college internship program where participants come and work in the LNVA lab gaining valuable field and laboratory experience, while fulfilling a college requirement. If the budget allots, LNVA will also

sponsor the design of a book cover for students that addresses relevant water quality issues as well as LNVA and CRP contact information.

- Promoting Volunteer monitoring of local water bodies, rivers, and creeks. This will be accomplished by providing information on the Texas Watch program via LNVA's Web site and at appropriate events and activities listed previously. LNVA will assist anyone that expresses an interest in participating in of volunteer monitoring by directing them to the Texas Watch program.

For any public participation and outreach activities, a copy of the activities summary, copies of materials produced/distributed by the Planning Agency, and a list of attendees, will be included in, or with, the Progress Report. Volunteer monitoring activities will also be reported as outlined in the FY 2004-05 CRP Guidance.

Because the Internet is a very important tool for providing information, increasing stakeholder and public awareness, and improving involvement in the CRP, the LNVA will develop, maintain, and update their Web site as specified in the FY 2004- 05 CRP Task 6 Guidance.

The LNVA will also attend the CRP Stakeholder Workgroup Meeting(s).

Equipment: No new equipment will be purchased to accomplish the work in this task.

Deliverables

& Due Dates: September 1, 2003 through August 31, 2004

- A. Contact Steering Committee members to promote/confirm participation and review response against *Membership Guidelines* - December 15, 2003
- B. Develop Web site as outlined in the Planning Agency Web Site Requirements - Nov. 30, 2003
- C. Maintain Web site and provide summary of updates and/or copies of revised pages - with Progress Reports
- D. Hold Basin Steering Committee Meeting(s) as necessary to meet CRP requirements -between March 15 and April 15, 2004
- E. Distribute pre-meeting questionnaire to Steering Committee and interested stakeholders - 60 days prior to scheduled Steering Committee Meeting dates
- F. Announcements and agendas of Steering Committee and other public meetings - 30 days prior to scheduled meeting dates
- G. Meeting materials - with Progress Report
- H. Steering Committee Meeting minutes posted to the Web - 45-60 days after scheduled Steering Committee Meeting dates
- I. Public participation & outreach activities - with Progress Report
- J. Attend CRP Stakeholder Workgroup Meeting - TBA

September 1, 2004 through August 31, 2005

- A. Contact Steering Committee members to promote/confirm participation and review response against *Membership Guidelines* - December 15, 2004
- B. Maintain Web site and provide summary of updates and/or copies of revised pages - with Progress Reports
- C. Hold Basin Steering Committee Meeting(s) as necessary to meet CRP requirements - between March 15 and April 15, 2005

- D. Distribute pre-meeting questionnaire to Steering Committee and interested stakeholders - 60 days prior to scheduled Steering Committee Meeting dates
- E. Announcements and agendas of Steering Committee and other public meetings - 30 days prior to scheduled meeting dates
- F. Meeting materials - with Progress Report
- G. Steering Committee Meeting minutes posted to the Web - 45-60 days after scheduled Steering Committee Meeting dates
- H. Public participation & outreach activities - with Progress Report
- I. Attend CRP Stakeholder Workgroup Meeting - TBA

TASK 7: SPECIAL PROJECTS

Objectives: Investigate possible cause(s) of elevated ammonia - nitrogen concentrations in Hillebrandt Bayou watershed

Task

Description: Lower Neches Valley Authority will form a stakeholders work group of permitted dischargers, agricultural interest, and the public to discuss issues associated with elevated ammonia-nitrogen concentrations in Hillebrandt Bayou, including possible cause(s), consequences of persistent elevated concentrations, and actions to be taken. Once the stakeholders group is formed, a minimum of 1 meeting per fiscal year for the contract period will be held. LNVA will also determine if there are any entities, other than LNVA and TCEQ Region 10, monitoring in the Hillebrandt Bayou watershed. If any monitoring has been or is currently conducted in the watershed, LNVA will attempt to gather the existing water quality data. The data, if acquired, will be evaluated for possible screening according to TCEQ guidance, as well as evaluating the data with respect to permitted discharge limits. The culmination of this task will be to determine the origin of the elevated ammonia-nitrogen concentration in Hillebrandt Bayou, and develop a segment wide inventory of permitted discharges (number, type and amount) and landuse coverage. Based on the findings, LNVA will work towards implementing a 319 project in FY 2006-07 time frame. A summary of the work group's finding will be submitted to the TCEQ by the end of the contract.

Equipment: No new equipment will be purchased to accomplish the work in this task.

Deliverables

& Due Dates: September 1, 2003 through August 31, 2004

- A. Form Stakeholder work group - November 31, 2003
- B. Identify monitoring entities - February 28, 2004
- C. Gather existing data from identified monitoring entities - May 31, 2004
- D. Hold Stakeholder work group meeting - August 31, 2004
- E. Summarize activities in Progress Report - December 15, 2003; March 15 and June 15, 2004

September 1, 2004 through August 31, 2005

- A. Evaluate data gathered from monitoring entities - November 30, 2004.
- B. Hold Stakeholder work group meeting - February 28, 2005
- C. Develop segment wide inventory of permitted dischargers and land use coverage - May 31, 2005.
- D. Summary of the Stakeholder Workgroup findings submitted to TCEQ - August 31, 2005
- E. Summarize activities in Progress Report - December 15, 2004; March 15 and June 15, 2005