



FY 12 – 13 Clean Rivers Program Work Plan

for the

Angelina & Neches River Authority Upper Neches Basin

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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 FY2012-13 CRP Guidance,
- adherence to TCEQ contract provisions,
- detailed and reasonable Work Plan development,
- financial reporting and budget monitoring, and
- training to ensure personnel are properly prepared to conduct work.

Task Description: The Angelina & Neches River Authority (ANRA) will provide project administration and contract management duties in accordance with the Clean Rivers Program Guidance and Reference Guide, FY 2012-2013 (FY 12-13 CRP Guidance).

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 FY12-13 CRP Guidance.

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

Contractor and Subcontractor Evaluations - An annual self-evaluation as well as evaluations of subcontractors will be submitted at the end of each fiscal year.

Procurement Procedures Documentation - Documentation of the procurement process used to solicit, evaluate, pay, and oversee subcontractors, as specified in the FY2012-2013 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 will be submitted with the supporting documentation required with the work plan.

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

Conferences and Training Events - ANRA will participate in meetings and training events as scheduled by the CRP. All non-CRP conferences and training events need to be pre-approved by the TCEQ prior to incurring costs associated with such events. ANRA staff may attend the annual TCEQ Surface Water Quality Monitoring Workshop, the biennial Texas Water Monitoring Congress, Water Environment Association of Texas (WEAT) regional meetings, Texas Water Conservation Association (TWCA) annual meeting, the EPA Region 6 Quality Assurance meeting, and other training events deemed necessary by the CRP Project Manager.

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 FY2012-2013 CRP Guidance. In the case of an on-site visit, the appropriate ANRA personnel will be available during the visit.

FY 2014 - 2015 Work Plan and Supporting Documentation - The Work Plan and supporting documentation will be prepared and submitted as specified in the FY2014-2015 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 2014-2015 Guidance and will be negotiated with the CRP Project Manager. A list of all deliverables in due date order will be submitted with the final Work Plan.

Deliverables & Due Dates:

September 1, 2011 through August 31, 2012

- A. Progress Reports - December 15, 2011; March 15 and June 15, 2012
- B. Annual Self-Evaluation and, if applicable, Subcontract Evaluations - August 31, 2012
- C. Procurement Procedures Documentation - upon execution of the subcontract
- D. Additional Submission Documentation for Desk Review or Site Visit - upon request

September 1, 2012 through August 31, 2013

- A. Progress Reports - September 15 and December 15, 2012; March 15, June 15, and August 31, 2013
- B. Proposed FY 2014 - 2015 Work Plan and Supporting Documentation - May 1, 2013
- C. Final FY 2014 - 2015 Work Plan and Supporting Documentation - June 15, 2013
- D. Annual Self Evaluation and, if applicable, Subcontract Evaluations - August 31, 2013
- E. Procurement Procedures Documentation - upon execution of the subcontract
- F. Additional Submission Documentation for Desk Review or Site Visit - upon request

TASK 2: QUALITY ASSURANCE

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

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

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

NELAC Accreditation - Laboratory data will be produced by laboratories (and subcontract laboratories) whose quality assurance program is consistent with the National Environmental Laboratory Accreditation Conference (NELAC) standards. Laboratory data must be produced by a laboratory accredited by TCEQ according to Title 30 Texas Administrative Code (TAC) Chapter 25 (relating to Environmental Testing Laboratory Accreditation and Certification) Subchapters A and B as amended, for the matrices, methods, and parameters of analysis outlined in the QAPP, unless TCEQ agrees in writing to allow one of the regulatory exceptions specified in 30 TAC 25.6. Additional costs associated with NELAC (e.g., PT Samples, accreditation costs, etc.) will be included in the cost per test for the analyses to be performed.

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

ANRA will secure written documentation from participants under the QAPP stating their awareness of and commitment to requirements contained in the QAPP and any appendices and amendments. This documentation will be maintained as part of ANRA's quality assurance records. Copies of all commitment letters must be forwarded to the TCEQ no later than 60 days of TCEQ approval of the QAPP, but prior to the monitoring event. (Note: Commitment letters are not required for entities who sign the QAPP). ANRA will distribute the QAPP to all participants (including the laboratory). Documentation of distribution will be maintained by ANRA and be available for review during a TCEQ monitoring systems audit.

Sections of the Basin-wide QAPP will be posted to ANRA's CRP Web page. These sections include the monitoring program or project objectives; measurement performance specifications (i.e., Table A7), appendices, and post the monitoring schedule and maps of sampling sites and 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 ANRA'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. Amendments 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 ANRA.

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

ANRA will conduct oversight of sub-participants (including contractors and in-kind participants) who conduct field monitoring under their basin QAPP. The assessment will be performed for all sub-participants once during the contract cycle in the second year of the biennium.

Following the on-site assessment, ANRA 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. ANRA must address deviations associated with sampling activities, chain-of-custody, analytical method requirements, quality control, and data management.

Deliverables & Due Dates:

September 1, 2011 through August 31, 2012

- A. Basin-wide QAPP Receipt and Commitment Letters - October 15, 2011
- B. Specified sections of the Basin-wide QAPP posted to the Web - October 31, 2011
- C. Draft QAPP Appendix B amendment for FY 2013 monitoring - June 15, 2012
- D. Final QAPP Appendix B revision for FY 2013 monitoring – August 15, 2012
- E. QAPP Amendments (if applicable) - as needed
- F. Appendix and Amendment QAPP Receipt and Commitment Letters (if applicable) - no later than 60 days after TCEQ approval of the QAPP, but prior to the monitoring event
- G. Participate in TCEQ monitoring systems audit and respond to comments (if applicable) - date planned in consultation with TCEQ
- H. Conduct on-site oversight assessment of sub-participants, once during each project or once during contract cycle - August 31, 2012
- I. On-site project oversight report and response - August 31, 2012

- J. Corrective action status report (if applicable) - December 15, 2011; March 15 and June 15, 2012

September 1, 2012 through August 31, 2013

- A. Draft FY 2014/2015 Basin-wide QAPP - June 15, 2013
- B. Final FY 2014/2015 QAPP - August 15, 2013
- C. QAPP Amendments (if applicable) - as needed
- D. Appendix and Amendment QAPP Receipt and Commitment Letters (if applicable) - no later than 60 days after TCEQ approval of the QAPP, but prior to the monitoring event
- E. Participate in TCEQ monitoring systems audit and respond to comments (if applicable) - date planned in consultation with TCEQ
- F. Conduct on-site oversight assessment of sub-participants, once during each project or once during contract cycle - August 1, 2013
- G. On-site project oversight report and response - August 1, 2013
- K. Corrective action status report (if applicable) - December 15, 2011; March 15 and June 15, 2012

TASK 3: WATER QUALITY MONITORING

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

- planning and coordinating basin-wide monitoring,
- routine, regularly-scheduled monitoring to collect long-term information and support statewide assessment of water quality,
- systematic, regularly-scheduled short-term monitoring to screen water bodies for issues,
- permit support monitoring to provide information for setting permit effluent limits, and
- special study, intensive monitoring targeted to:
 - identify sources and causes of pollution,
 - assess priority water quality issues,
 - obtain background water quality information,
 - provide information for setting site-specific permit effluent limits, and
 - evaluate statewide, regional, and site-specific water quality standards.

Task Description:

Monitoring Description - In FY 2012, ANRA will monitor a 26 sites quarterly (4 times per year) for conventional, bacteria (E. coli), flow (stream sites only), and field parameters. An additional site will be monitored bimonthly (6 times per year) for bacteria.

In FY 2013, ANRA will monitor at a similar level of effort as FY 2012. The final number of sites, location, frequency, and parameters collected for FY 2013 will be based on priorities identified at the basin Steering Committee and Coordinated Monitoring meetings and included in the amended Appendix B schedule of the QAPP. Additional details concerning the monitoring activities conducted by ANRA are outlined in the Angelina & Neches River Authority QAPP.

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

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

Deliverables & Dues Dates:

September 1, 2011 through August 31, 2012

- A. Conduct water quality monitoring, summarize activities, and submit with Progress Report - December 15, 2011; March 15 and June 15, 2012
- B. Coordinated Monitoring Meeting - between March 15 and April 30, 2012
- C. Coordinated Monitoring Meeting Summary of Changes - May 15, 2012
- D. Email notification that Coordinated Monitoring Schedule updates are complete - May 31, 2012

September 1, 2012 through August 31, 2013

- A. Conduct water quality monitoring, summarize activities, and submit with Progress Report - September 15 and December 15, 2012; March 15 and June 15 and August 31, 2013
- B. Coordinated Monitoring Meeting - between March 15 and April 30, 2013
- C. Coordinated Monitoring Meeting Summary of Changes – May 15, 2013
- D. Email notification that Coordinated Monitoring Schedule updates are complete - May 31, 2013

TASK 4: DATA MANAGEMENT

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

Task Description: Surface water quality monitoring data files, including biological, special studies, and targeted monitoring data, will be transferred to the TCEQ in the correct format using the TCEQ file structure.

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

Data correction requests and station location requests will be submitted via the Surface Water Quality Monitoring Information System (SWQMIS) as needed.

Water quality data approved by the TCEQ will be posted on ANRA's Web site at least two times per year, or a link may be provided to the TCEQ Surface Water Quality data.

Deliverables & Due Dates:

September 1, 2011 through August 31, 2012

- A. Surface water quality monitoring data files, SWQMIS Validator Report, and Data Summary - December 1, 2011; March 1 and August 1, 2012
- B. Surface water quality monitoring data updates to Web or link to TCEQ's water quality data – February 1 and August 1, 2012

September 1, 2012 through August 31, 2013

- A. Surface water quality monitoring data files SWQMIS Validator Report, and Data Summary - December 1, 2012; March 1 and August 1, 2013
- B. Surface water quality monitoring data updates posted to Web, or link to TCEQ's water quality data - February 1 and August 1, 2013

TASK 5: DATA ANALYSIS AND REPORTING

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

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

Task Description:

Basin Highlights Report -

The Basin Highlights Report will follow the versions described in the FY 2012-13 CRP Guidance. For FY 2012, ANRA will provide a Watershed Characterization focusing on water quality issues and stakeholder concerns in the basin. A Program update will be provided for FY 2013 which will update major basin activities and highlight changes to the 303(d) listings in the basin based on the Draft 2012 Texas Water Quality Inventory.

Watershed Characterization

- descriptions of segments with the areas of impairment or interest described
- summary of the potential causes of impairments or areas of interest
- maps of land use characteristics
- summary of watershed events, special projects, etc.
- summary of information learned during site visits and communication with monitoring personnel, stakeholders and local residents.
- recommendations for next steps based on the potential causes of impairment or interest

Program Update

- an update on major basin activities, top concerns and issues, changes and events
- an update of basin water quality monitoring activities
- a summary of findings from special studies
- maps showing the location of sampling sites and major water quality issues
- an update on public outreach and educational activities
- links to additional resources

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

Deliverables & Due Dates:

September 1, 2011 through August 31, 2012

- A. Draft Basin Highlights Report - February 15, 2012

- B. Final Basin Highlights Report – June 1, 2012
- C. Post Report to Internet - July 15, 2012

September 1, 2012 through August 31, 2013

- A. Draft Basin Highlights Report - February 15, 2013
- B. Final Basin Highlights Report – June 1, 2013
- C. Post Report to Internet - July 15, 2013

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 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:

Steering Committee & Meetings - In order to sufficiently address the different interests, concerns and priorities of each watershed, ANRA will work to ensure that its Steering Committee includes stakeholder volunteers from across the basin that represent the groups identified in the FY 2012-13 CRP Guidance. If specified groups are not represented, efforts will be made to recruit replacements before the next scheduled meeting. To engage new members and increase participation, ANRA will take every opportunity to promote the CRP and involvement in the Steering Committee.

To meet goals and coordination requirements of CRP Guidance, ANRA will conduct one Steering Committee Meetings during the month(s) of April. Additional sub-committees or other public meetings may also be held to help complete the requirements.

ANRA will contact stakeholders at least 45 days in advance of meeting date(s) to encourage participation. A questionnaire will be sent to all interested stakeholders, that provides a list of proposed agenda topics, confirms continued interest/participation in the Steering Committee, and requests input on additional topics and potential stakeholders. Along with the priority agenda topics identified in the CRP Guidance, Steering Committee meetings will also include additional topics that have been identified to be of significant interest to stakeholders. A final meeting announcement and agenda will be made available at least 15 days prior to the meeting.

After each Steering Committee Meeting, ANRA will ensure all stakeholder input, comments, decisions, and any other meeting accomplishments reached are addressed and incorporated where applicable. For all Steering Committee meetings, copies of meeting materials will be provided with the next Progress

Report, and include: a copy of the meeting agenda, presentations, meeting minutes, and a list of attendees.

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

Because the Internet is a very important tool for distributing information and increasing public awareness, ANRA will develop, maintain, update, and report on their web site as specified in the FY 2012-13 CRP Guidance. The web site will be reviewed on a quarterly basis to ensure that information and announcements remain current and relevant. It is required that ANRA also include summaries of revisions to the website in/with the corresponding quarterly Progress Report.

Deliverables & Due Dates:

September 1, 2011 through August 31, 2012

- A. Document that website meets outlined website requirements – December 15, 2011
- B. Summary of website updates - December 15, 2011; March 15 and June 15, 2012
- C. Contact Steering Committee members with questionnaire, draft agenda topics and to confirm participation – March 15, 2012
- D. Final announcements & agenda for Steering Committee meetings – April 15, 2012
- E. Steering Committee Meeting – Between April 1, 2012 and April 30, 2012.
- F. Steering Committee meeting materials – June 15, 2012
- G. Steering Committee meeting minutes posted to the web – indicate in June 2012 Progress Report
- H. Materials from education & outreach activities - December 15, 2011; March 15 and June 15, 2012

September 1, 2012 through August 31, 2013

- A. Summary of website updates – September 15 and December 15, 2012; March 15, June 15, and August 31, 2013
- B. Contact Steering Committee members with questionnaire, draft agenda topics and to confirm participation – March 15, 2013
- C. Final announcements & agenda for Steering Committee meetings –April 15, 2013Steering Committee Meeting – between April 1, 2013 and April 30, 2013
- D. Steering Committee meeting materials – June 15, 2013
- E. Steering Committee meeting minutes posted to the web - indicate in the June 15, 2013 Progress Report
- F. Materials from education & outreach activities - September 15 and December 15, 2012; March 15, June 15, and August 31, 2013