

AGREEMENT ACTIVITIES FY 2014-2015

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 (PR);
- 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 2014-2015 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: IBWC will keep accurate and complete records of all costs incurred to fulfill this Task as follows:

PRs - PRs will contain a level of detail sufficient to document the activities which occurred during the appropriate quarter, and provide detailed supporting documentation and justification for reimbursement requests. PRs 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 PR will be in the format provided in Exhibit 1D of the FY 2014-2015 CRP Guidance.

Reimbursement Requests - A Financial Status Report (FSR) 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 (BRR) 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 FY.

Procurement Procedures Documentation - Documentation of the procurement process used to solicit, evaluate, pay, and oversee subcontractors, as specified in the FY 2014-2015 CRP Guidance, will be developed. This documentation will be maintained in-house and will be made available for review by TCEQ staff upon request. For any subcontract made in association with this Contract, a memo describing the procurement method used must be submitted to the TCEQ Project Manager within 30 days of Contract execution. In addition, a Procurement System Certification will be submitted with the supporting documentation required with the FY 2016 - 2017 Work Plan.

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

Conferences and Training Events - The Performing Party will participate in meetings and training events as scheduled by CRP. All non-CRP conferences and training events need to be pre-approved by the TCEQ Project Manager prior to incurring costs associated with such events.

Approved non-CRP training events include:

- Geographic Information Systems (GIS) training;
- Water quality/Environmental training;
- Texas Water Law and Law of the Rio Grande; and
- Quality Assurance (QA)/Quality Control (QC) training.

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 FY 2014-2015 CRP Guidance. In the case of an on-site visit, the appropriate Performing Party personnel will be available during the visit.

FY 2016 - 2017 Work Plan and Supporting Documentation - The Work Plan and supporting documentation will be prepared and submitted as specified in the FY 2016-2017 CRP Guidance. Supporting documentation will include (as applicable): budget by category; budget by Task; PEL; 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 2016-2017 CRP Guidance and will be negotiated with the TCEQ Project Manager. A list of all deliverables in due date order will be submitted with the final Work Plan.

Deliverables and Due Dates:

September 1, 2013 through August 31, 2014

- A. PRs - December 15, 2013; March 15 and June 15, 2014
- B. Annual Self-Evaluation and, if applicable, Subcontract Evaluations - August 31, 2014
- C. Procurement procedures documentation - upon execution of the subcontract
- D. Additional submission documentation for desk review or site visit - upon request

September 1, 2014 through August 31, 2015

- A. PRs - September 15 and December 15, 2014; March 15, June 15, and August 31, 2015
- B. Proposed FY 2016 - 2017 Work Plan and Supporting Documentation - March 15, 2015
- C. Final FY 2016 - 2017 Work Plan and Supporting Documentation - April 15, 2015
- D. Annual Self Evaluation and, if applicable, Subcontract Evaluations - August 31, 2015
- E. Procurement procedures documentation - upon execution of the subcontract
- F. Additional submission of documentation for desk review or site visit - upon request

TASK 2: Quality Assurance (QA)

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:

- QA Project Plan (QAPP) development and implementation;
- Laboratory QA;
- Data review, verification, and validation;
- Oversight of project(s); and
- Special studies project planning.

Task Description: IBWC will ensure that data collected through this Contract and submitted to TCEQ will be of sound quality.

All work funded by this Contract that involves the acquisition of environmental data generated from direct measurement activities, collected from other sources, or compiled from computerized databases and information systems will be planned in consultation with TCEQ and be documented in a fully approved TCEQ QAPP before data collection can be implemented.

National Environmental Laboratory Accreditation Conference (NELAC)

Accreditation - Laboratory data will be produced by laboratories (and subcontract laboratories) whose QA program is consistent with 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.

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

IBWC will secure written documentation (signature in the QAPP or Commitment Letter) 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 IBWC's QA records. IBWC's preferred method for obtaining documentation from participating entities is to obtain their signatures on the QAPP. The alternative method is to obtain Commitment Letters. Copies of all Commitment Letters must be forwarded to TCEQ no later than 45 days after TCEQ approval of the QAPP, but prior to the monitoring event. (Note: Commitment Letters are not required for entities who sign the QAPP). IBWC will distribute the QAPP to all participants (including the laboratory). Documentation of distribution will be maintained by IBWC and be available for review during a TCEQ monitoring systems audit.

Sections of the Basin-wide QAPP will be posted to IBWC's CRP web page. These sections include the monitoring program or project objectives, measurement performance specifications (i.e., Table A7), appendices, the monitoring schedule and maps of sampling sites. In lieu of the monitoring schedule and maps, a link to the coordinated monitoring schedule (CMS) website may be provided, with a 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 (CMM). This special type of QAPP Amendment will be submitted using the TCEQ-approved shell format. Only the sites covered by IBWC's QAPP will be included in Appendix B of the QAPP.

Planning for Special Studies or Permit Support Monitoring - Special studies and monitoring projects to support permits will be systematically planned in consultation with TCEQ staff around the elements of the QAPP. The IBWC Project Manager will coordinate with TCEQ to establish the planning team, schedule the meeting (90 days prior to the planned sampling date), distribute meeting materials in advance of the meeting, facilitate the meeting and prepare meeting minutes. IBWC will submit planning materials 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 the budget, personnel and schedule issues, maps, information on past or on-going studies, historical water quality data, water quality inventory results, wastewater discharge information, known or expected sources of contamination, existing monitoring sites, land use information, etc. Planning meeting summary notes will be provided to participants within two weeks of the meeting. The information developed during the planning meeting will be incorporated into a QAPP appendix. The QAPP appendix will be submitted to TCEQ (within 30 days after the planning meeting) using the TCEQ-approved shell format.

QAPP Appendices - Special studies and permit support monitoring projects that have different objectives than those described in the Basin-wide QAPP will be incorporated into the QAPP as appendices after they are thoroughly planned in consultation with TCEQ. The QAPP appendices will be written in the TCEQ prescribed format and reference sections of the Basin-wide QAPP as appropriate, and otherwise address information that is unique to the project. Unique aspects of special projects will include the problem definition, the Task description, measurement performance specifications, sample design rationale, sampling methods requirements, and so on. QAPP appendices will be sent to TCEQ through the TCEQ 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 necessitate an Amendment to the QAPP. Amendments will be submitted electronically to the TCEQ 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 IBWC.

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

IBWC will conduct oversight of sub-participants (including contractors and in-kind participants) who conduct field monitoring under their basin QAPP. The assessment will be performed once during the Contract cycle in the case of on-going projects or routine sampling, or once during a project's lifetime in the case of short-lived special studies. Basic types of assessments that are acceptable: readiness reviews; on-site monitoring systems audits; QA checks; and data traceability studies. The type of assessment which will be performed will be determined by IBWC QA staff or by request from the TCEQ Project Manager.

Note: The on-site assessment requirement does not apply if all work is performed by IBWC.

Following the on-site assessment, IBWC 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 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 TCEQ Project Manager with the PR 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 TCEQ using the definitions and corrective action strategy laid out in the CRP Guidance. IBWC must address deviations associated with sampling activities, chain-of-custody, analytical method requirements, QC and data management. IBWC will maintain a log of common issues to assist in tracking issues and to determine when to issue a corrective action.

Deliverables and Due Dates:

September 1, 2013 through August 31, 2014

- A. Basin-wide QAPP Receipt and Commitment Letters - October 15, 2013
- B. Specified sections of the Basin-wide QAPP posted to the web page - October 31, 2013
- C. Draft QAPP Appendix B Amendment for FY 2015 monitoring - June 15, 2014
- D. Final QAPP Appendix B Amendment for FY 2015 monitoring - August 15, 2014
- E. Planning meetings for Special Studies or Permit Support Monitoring (if applicable) - 90 days prior to the planned sampling date
- F. Planning meeting notes for Special Studies or Permit Support Monitoring (if applicable) - within two weeks of the meeting
- G. QAPP appendices for Special Studies or Permit Support Monitoring (if applicable) - within 30 days after the planning meeting
- H. QAPP Amendments (if applicable) - as needed
- I. QAPP appendix and Amendment Commitment Letters (if applicable) - no later than 45 days after TCEQ approval of the QAPP, but prior to the monitoring event
- J. Participate in TCEQ monitoring systems audit and provide a response to comments (if applicable) - date planned in consultation with TCEQ
- K. Conduct on-site oversight assessment of sub-participants, once during each project or once during contract cycle - August 31, 2014
- L. On-site project oversight report and response - August 31, 2014
- E. Corrective action status report (if applicable) - December 15, 2013; March 15 and June 15, 2014

September 1, 2014 through August 31, 2015

- A. Draft FY 2016 - 2017 Basin-wide QAPP - June 15, 2015
- B. Final FY 2016 - 2017 QAPP - August 15, 2015
- C. Planning meetings for Special Studies or Permit Support Monitoring (if applicable) - 90 days prior to the planned sampling date
- D. Planning meeting notes for Special Studies or Permit Support Monitoring (if applicable) - within two weeks of the meeting
- E. QAPP appendices for Special Studies or Permit Support Monitoring (if applicable) - within 30 days after the planning meeting
- F. QAPP Amendments (if applicable) - as needed
- G. QAPP appendix and Amendment Commitment Letters (if applicable) - no later than 45 days after TCEQ approval of the QAPP, but prior to the monitoring event
- H. Participate in TCEQ monitoring systems audit and provide a response to comments (if applicable) - date planned in consultation with TCEQ
- I. Conduct on-site oversight assessment of sub-participants, once during each project or once during contract cycle - August 1, 2015
- J. On-site project oversight report and response - August 31, 2015
- K. Corrective action status report (if applicable) - September 15 and December 15, 2014; March 15, June 15, and August 31, 2015

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: The study area encompasses the Rio Grande from the Texas-New Mexico border upstream of El Paso, Texas downstream to the Gulf of Mexico, including 1,255 miles of the international border with Mexico. For planning purposes the basin has been divided into four sub-basins as follows: the Upper Rio Grande Sub-Basin from El Paso to Amistad Dam; the Pecos River Sub-Basin from Red Bluff Reservoir to the confluence with the Rio Grande; the Middle Rio Grande Sub-Basin extending from below Amistad Dam downstream to Falcon Dam; and the Lower Rio Grande Sub-Basin from below Falcon Dam to the Gulf of Mexico.

Monitoring Description: The actual number of sites, location, frequency and parameters collected for FY 2014 will be based on priorities identified at the Basin Advisory Committee Meetings, CMMs and included in the amended Appendix B schedule of the QAPP.

IBWC and partner agencies collect water quality data at 58 stations throughout the basin. The parameter groups that may be collected include: field, conventionals, bacteria, flow (when possible), organics in sediment, and metals in water.

NOTE: Certain lab analyses for 32 of the stations listed above will be paid for outside of this Contract, either through funds from IBWC or in-kind services provided by partnering laboratories. Data from all 58 stations are included in IBWC's QAPP.

Additional details concerning the monitoring activities conducted by IBWC are outlined in the IBWC QAPP. In general IBWC and all of IBWC's partners will follow the guidelines prescribed in the IBWC 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 (CMM) - IBWC will hold four annual CMMs. CMMs may be added to facilitate attendance of partners covering a large geographical area. 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. A summary of the changes to the monitoring schedule will be provided to the participants within two weeks of the meeting. 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 schedules that occur during the course of the year will be entered into the statewide database on the Internet and communicated to meeting attendees.

PRs - Each PR will include all types of monitoring and indicate the number of sampling events and the types of monitoring conducted in the quarter.

Deliverables and Dues Dates:

September 1, 2013 through August 31, 2014

- A. Conduct water quality monitoring, summarize activities, and submit with PRs - December 15, 2013; March 15 and June 15, 2014
- B. CMM - between March 15 and April 30, 2014
- C. CMM summary of changes - within two weeks of the meeting
- D. Email notification that CMS updates are complete - May 31, 2014

September 1, 2014 through August 31, 2015

- A. Conduct water quality monitoring, summarize activities, and submit with PRs - September 15 and December 15, 2014; March 15 and June 15 and August 31, 2015
- B. CMM - between March 15 and April 30, 2015
- C. CMM summary of changes - within two weeks of the meeting
- D. Email notification that CMS updates are complete - May 31, 2015

TASK 4: DATA MANAGEMENT

Objectives: To manage 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 TCEQ in the correct format using the TCEQ file structure.

IBWC 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 SWQMIS, as needed.

Water quality data approved by TCEQ will be posted on IBWC's web page (<http://www.ibwc.gov/CRP/monstats.htm>) at least two times per year, or a link may be provided to the TCEQ Surface Water Quality Web Reporting Tool at <http://www80.tceq.texas.gov/SwqmisWeb/public/index.faces>.

Deliverables and Due Dates:

September 1, 2013 through August 31, 2014

- A. Surface water quality monitoring data files, SWQMIS Validator Report, and Data Summary - December 1, 2013; March 1 and August 1, 2014
- B. Surface water quality monitoring data updates posted to IBWC's web page or link to TCEQ's water quality data - February 1 and August 1, 2014

September 1, 2014 through August 31, 2015

- A. Surface water quality monitoring data files, SWQMIS Validator Report, and Data Summary - December 1, 2014; March 1 and August 1, 2015
- B. Surface water quality monitoring data updates posted to IBWC's web page or link to TCEQ's water quality data - February 1 and August 1, 2015

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: IBWC will produce an annual Basin Highlights Report in FY 2014 and FY 2015. IBWC will gather information for the reports from stakeholders and the public, via public meetings, internet and/or email.

Basin Highlights Report - IBWC may vary the content of the Basin Highlights Report in an effort to reduce repetition of information that does not change on an annual basis. The Basin Highlights Report will follow one of the versions described below as detailed in the FY 2014-2015 CRP Guidance.

The Standard Report will include:

- An overview of basin water quality monitoring describing each organization's participation;
- The top water quality issues in the basin for stakeholder prioritization and monitoring decisions;
- A description of water quality conditions for each segment/waterbody;
- A summary of findings from special studies;
- Maps showing the location of sampling sites and water quality issues;
- Steering Committee and other public outreach activities;
- Instructions on how to get involved in Steering Committee meetings, volunteer monitoring and other opportunities for participation; and
- Information on the CRP content featured on IBWC's web page.

Watershed Characterization will include:

- 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; and
- Recommendations for next steps based on the potential causes of impairment or interest.

Program Update will include:

- 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; and
- 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 IBWC's web page.

Deliverables and Due Dates:

September 1, 2013 through August 31, 2014

- A. Draft Basin Highlights Report - February 15, 2014
- B. Final Basin Highlights Report - May 15, 2014
- C. Post Report to web page - June 30, 2014

September 1, 2014 through August 31, 2015

- A. Draft Basin Highlights Report - February 15, 2015
- B. Final Basin Highlights Report - May 15, 2015
- C. Post Report to web page - June 30, 2015

TASK 6: STAKEHOLDER PARTICIPATION AND 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 (or Basin Advisory Committee (BAC)) 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: IBWC will conduct public BAC meetings, maintain the CRP web page and conduct other outreach activities as follows:

BAC Meetings - In order to sufficiently address the different interests, concerns and priorities of each watershed, IBWC will work to ensure that its BAC includes stakeholder volunteers from across the basin that represent the groups identified in the FY 2014 - 2015 CRP Guidance. If specified groups are not represented, efforts will be made to recruit representatives before the

next scheduled meeting. To engage new members and increase participation, IBWC will take every opportunity to promote the CRP and involvement in BAC.

To meet the goals and coordination requirements of the CRP Guidance, IBWC will conduct BAC meetings in the Upper and Lower Rio Grande sub-basins at least on an annual basis, in conjunction with IBWC's Rio Grande Citizens' Forum meetings. The Upper BAC meeting will be held in El Paso in August or September. The Lower BAC meeting will be held in either July or October in Harlingen/Mercedes. IBWC may add a Laredo meeting if there is a public event with which to coincide. Additional sub-committees or other public meetings may also be held to help complete the requirements.

IBWC 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 providing a list of proposed agenda topics, confirms continued interest/participation in the BAC, and requests input on additional topics and potential stakeholders. Along with the priority agenda topics identified in the CRP Guidance, BAC 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 BAC meeting, IBWC will ensure all stakeholder input, comments, decisions and any other meeting accomplishments reached are addressed, where applicable. For all BAC meetings, copies of meeting materials will be provided with the next PR, and include: a copy of the meeting agenda, presentations, meeting minutes, and a list of attendees.

Education and Outreach - For any public participation, outreach, or volunteer monitoring activities, a copy of the activities summary, materials produced or distributed by IBWC, and a list of participants will be included with the following PR.

IBWC will develop, maintain, update, and report on their web page as specified in the FY 2014 - 2015 CRP Guidance. The web page will be reviewed on a quarterly basis to ensure that information and announcements remain current and relevant. It is required that IBWC also include summaries of revisions to the web page in/with the corresponding quarterly PR.

Additional outreach activities to be performed by IBWC may include: promote volunteer monitoring and cleanup projects; present water quality updates at local level meetings and conferences, including IBWC Rio Grande Citizens' Forum; provide information to public, including disseminating literature such as brochures, fact sheets, outreach materials, and developing outreach web pages; participate in local outreach efforts such as river cleanup events and setting up booths to distribute information; and coordinate with IBWC's Adopt-a-River Program.

Deliverables and Due Dates:

September 1, 2013 through August 31, 2014

- A. Document that web page meets outlined requirements - December 15, 2013
- B. Summary of web page updates - December 15, 2013; March 15 and June 15, 2014
- C. Contact Steering Committee members with questionnaire, draft agenda topics and to confirm participation - a minimum of 45 days prior to Steering Committee meeting date

- D. Final announcements and agenda for Steering Committee meetings - a minimum of 15 days in advance of meeting
- E. Steering Committee meeting- number and dates as negotiated with the TCEQ Project Manager
- F. Steering Committee meeting materials - with PR following meeting
- G. Steering Committee meeting minutes posted to the IBWC web page - indicate in PR following meeting
- H. Materials from education and outreach activities - as applicable, submitted with the following PR

September 1, 2014 through August 31, 2015

- A. Summary of web page updates - September 15 and December 15, 2014; March 15, June 15, and August 31, 2015
- B. Contact Steering Committee members with questionnaire, draft agenda topics and to confirm participation - a minimum of 45 days prior to Steering Committee Meeting date
- C. Final announcements and agenda for Steering Committee meetings - a minimum of 15 days in advance of meeting
- D. Steering Committee meeting- number and dates as negotiated with the TCEQ Project Manager
- E. Steering Committee meeting materials - with PR following meeting
- F. Steering Committee meeting minutes posted to the IBWC web page - indicate in PR following meeting
- G. Materials from education and outreach activities – as applicable, submitted with the following PR