

**WPP Shortcourse
Kick-off Teleconference
April 4, 2007**

Attendees

TCEQ – Jennifer Delk,
TSSWCB – Aaron Wendt
TWRI – Kevin Wagner; Cecilia Wagner

Agenda

WORK PLAN TASKS

Task 1

1.1 Course Planning Team

- Who should be on the team?
- First meeting in May?

1.2 Project Coordination

- Incorporate some program leaders (e.g. Southern region, Wharton, Tx Watershed Steward) on the Planning Team

1.3 Quarterly Progress Report

- Deadline of first QPR will be June 15, 2007

1.4 Project Oversight

- no comment

1.5 Reimbursement Forms

- TWRI is waiting to set up subaccnts until project needs/contractor responsibilities are finalized

1.6 Contractor Evaluation

- no comment

Task 2

2.1 Compile and Summarize existing Programs

- We have the following existing programs in hand:
 - EPA Training – Colorado
 - Watershed Training – Arkansas
 - EPA Guidance Manual
 - EPA Best Watershed Plans in the Nation Report
- What others are available for us to pull from?
- TWRI would like to have first draft of summary available for May Team Meeting.
- Can we get WPPs that EPA has provided comments to?
- *What has Nikki put together for her program?*

2.2 Develop Training Programs

- Possible approaches to the Training Program:
 - Go through the EPA Guidance
 - Go by elements (~ ½ day per element with a WPP case study of each element)
 - Go by the EPA Colorado Training
 - Combination of the above including the following items:
 - Element approach
 - go thru the element (using EPAs Guidance doc)
 - Go thru EPAs criteria to measure success of element (using Best Watershed Plans Report)
 - Provide example of that element from developed WPP and have class evaluate (if possible, have watershed coord present the existing WPP)
 - discuss (provide EPAs comments if available)
 - Stakeholder involvement/facilitation
 - Emphasize stakeholder importance
 - Provide enough information to get them started, but possibly offer a follow-up training for everyone to go into more detail of stakeholder participation/
 - After the Plan – implementation and moving forward (funding?)

2.3 Watershed Training Webpage

- Web site will include course registration, course materials, etc.
- Domain name:
 - wpptraining.tamu.edu
 - wppcourse.tamu.edu
 - txwpptraining.tamu.edu
 - twpsc.tamu.edu or
 - txwatershedplanning.tamu.edu
 - txwppshortcourse.tamu.edu

Task 3

3.1 Organize Short Course Events

- Venue – Mayan Ranch in Bandera?
- Dynamic speakers – who can they recommend?
- Registration – who will handle it?

3.2 Deliver Short Course Events

- Dates or schedule of events

3.3 Organize Fluvial Geomorphology Course

- What does TCEQ want from Rosgen? TWRI needs to contact him ASAP to finalize a training and date
- Current budget and registration fee for Rosgen course was based on 2005 contract shell. TWRI may need to adjust registration fee once we finalize his involvement.

3.4 Develop and Administer Questionnaire

- TWRI has resources to develop questionnaire if need be (Chris Boleman with Ag Leadership, Education & Communications Department)
- What other expertise do we have to develop valid questionnaire/survey instrument?

Task 4

4.1 Draft Final Report

4.2 Final Report

OTHER ITEMS OF DISCUSSION

- Watershed Coordinator meeting
 - Possible June date
 - Set up by TWRI
 - Introduce WPP Short Course event
 - TCEQ & TSSWCB provide bulk of information to coordinators
- Need TCEQ & TSSWCB to be clear of the TMDLs/WPP relationship to present during the short course
- Timeline adjustment of project: *(actually I don't think this is necessary based on the signed contract Ellen sent us – the deliverable dates were revised to reflect the new contract dates. The project went from a full 3 year project to a 2 ½ year project. Perhaps we need to discuss extension?)*
 - Contract initiation date: February 15, 2007
 - Contract end date: August 31, 2009

SCHEDULE OF DELIVERABLES

Task	Deliverable	Due Date
Task 1.1 Team Organization THE GRANTEE will assemble a team made up of university, TCEQ, TSSWCB, EPA, TCE and Texas River Systems Institute personnel, along with EPA trained Watershed Coordinators, to guide the development and delivery of the Texas Watershed Planning Short Course to water professionals throughout Texas.	Quarterly TTVN or Teleconference	May 2007
		August 2007
		November 2007
		February 2008
		May 2008
		August 2008
		November 2008
		February 2009
		May 2009
August 2009		
Task 1.2 Project Coordination THE GRANTEE will coordinate the project with other ongoing watershed efforts including, but not limited to the Southern Region Water Quality Coordination Project, TSSWCB Wharton Regional Office Watershed Coordination Project, TCE Watershed Stewardship Program, and TCEQ TMDL Program.	Meeting notices, agendas, meeting summaries, meeting materials, and lists of attendees of Team Meetings	June 15, 2007
		September 15, 2007
		December 15, 2007
		March 15, 2008
		June 15, 2008
		September 15, 2008
		December 15, 2008
		March 15, 2009
June 15, 2009		
Task 1.3 Quarterly Progress Reports THE GRANTEE will prepare electronic quarterly progress reports (QPRs) for submission to the TCEQ, TSSWCB, EPA, and all members of the team. QPRs will be submitted by the 15th of the month following each state fiscal quarter for incorporation into the Grant Reporting and Tracking System (GRTS).	Quarterly Reports	June 15, 2007
		September 15, 2007
		December 15, 2007
		March 15, 2008
		June 15, 2008
		September 15, 2008
		December 15, 2008
		March 15, 2009
June 15, 2009		
Task 1.4 Project Oversight THE GRANTEE Project Manager will provide technical and fiscal oversight to ensure Tasks and Deliverables are acceptable and completed as scheduled and within budget. With TCEQ Project Lead authorization, THE GRANTEE may secure the services of contractors as necessary. Project oversight status will be provided with the Quarterly Progress Status Reports. In addition, THE GRANTEE will attend meetings with project manager and other meetings, as needed, to review project status, deliverables, etc.	Reimbursement Forms Contractor Evaluations	June 15, 2007
		September 15, 2007
		December 15, 2007
		March 15, 2008
		June 15, 2008
		September 15, 2008
		December 15, 2008
		March 15, 2009
June 15, 2009		
Task 2.1 Compile and Summarize Existing Programs THE GRANTEE will collect and compile information about existing training programs.	Summary of existing programs	March 15, 2007
Task 2.2 Develop Training Program As directed by the TCEQ and Project Team, THE GRANTEE will modify existing training programs, such as the EPA Watershed Training Materials and those found as a result of subtask 2.1, to fit the needs of Texas professionals.	Draft Copy	June 15, 2007
	Final Copy	July 15, 2007
Task 2.3 Watershed Training Web site THE GRANTEE will develop (Months 1-3), host, and maintain (Months 3-36) an internet Web site for information sharing and use by short course participants. Web site delivery of information will be the most time and cost effective way to disseminate information to interested people or groups. Information presented through the Web	Online	June 15, 2007
	Updated Quarterly	September 15, 2007 December 15, 2007 March 15, 2008 June 15, 2008

site will include: <ul style="list-style-type: none"> • PDF versions of all reports, course materials, and presentations. • Links to all cooperating and/or participating agencies. • Schedule of upcoming meetings/programs dealing with project. 		September 15, 2008
		December 15, 2008
		March 15, 2009
Task 3.1 Organize Short Course Events THE GRANTEE will identify key speakers for training, make all arrangements for facilities, advertise the short course, conduct registration, and make all travel arrangements for speakers. Travel for speakers will be fully paid for through project funds	Questionnaire	September 15, 2007
Task 3.2 Deliver Short Course THE GRANTEE will facilitate the delivery of the Texas Watershed Planning Short Course to 120 water professionals in Texas and the surrounding region, providing certifications to participants. A registration fee of \$350 will be charged to short course participants. As funding and need allow, additional offerings of the short course will be considered.	Three Texas Watershed Planning Short Courses	August 2007
		August 2008
		August 2009
	Short Course Participant List	September 15, 2007
		September 15, 2008
August 31, 2009		
Task 3.3 Organize Applied Fluvial Geomorphology Short Course THE GRANTEE will coordinate with Wildland Hydrology to provide Applied Fluvial Geomorphology Short Course to 40 water professionals in Texas. A registration fee of \$500 will be charged to short course participants.	One Applied Fluvial Geomorphology Course	2008 TBD
Task 3.4 Develop and Administer Questionnaire THE GRANTEE will oversee the development of a questionnaire to gauge the knowledge gained by the course participants. This questionnaire will be administered at the beginning and end of each short course to demonstrate the course's effectiveness and identify areas of the course needed adjustment.	Completed Surveys From Participants	September 15, 2007
		September 15, 2008
		August 31, 2009
	Summary Of Results Of Questionnaire	December 15, 2007
		December 15, 2008
Final Report		
Task 4. 1 Draft Report	Draft Report	August 1, 2009
Task 4.2 Final Report	Final Report	August 31, 2009