

**Texas Institute for Applied Environmental Research: Assessment of Water Quality and Watershed Based Planning for Nolan Creek/South Nolan Creek (58-13-30061)**  
**Progress Report:** FY 2013 Quarter 2 covering December 1, 2012 – February 28, 2013 (submitted March 15, 2013)

TASK	DELIVERABLE	DUE DATE	DATE SUBMITTED
<b>Contract Executed September 18, 2012</b>			
1.2	Quarterly Progress Report FY13 Q-1 No. 1 Quarterly Progress Report FY13 Q-2 No. 2 Quarterly Progress Report FY13 Q-3 No. 3 Quarterly Progress Report FY13 Q-4 No. 4 Quarterly Progress Report FY14 Q-1 No. 5 Quarterly Progress Report FY14 Q-2 No. 6 Quarterly Progress Report FY14 Q-3 No. 7 Quarterly Progress Report FY14 Q-4 No. 8 Quarterly Progress Report FY15 Q-1 No. 9 Quarterly Progress Report FY15 Q-2 No. 10 Quarterly Progress Report FY15 Q-3 No. 11 Quarterly Progress Report FY15 Q-3 No. 12	Dec. 15, 2012 Mar. 15, 2013 Jun. 15, 2013 Sep. 15, 2013 Dec. 15, 2013 Mar. 15, 2014 Jun. 15, 2014 Sep. 15, 2014 Dec. 15, 2014 Mar. 15, 2015 Jun. 15, 2015 Sep. 15, 2015	December 14, 2012 March 15, 2013
1.3	Contract Communication Post-Award Meeting Post Award Meeting Minutes  Quarterly Communication Minutes	Oct., 18, 2012 Dec. 15, 2012  Quarterly with QPR	Held Sep. 21, 2012 at TCEQ Offices in Austin  Jan. 3, 2013 - Email sent to TCEQ PM informing Anju of Subcontract status and PPP development. Feb. 13, 2013 - Email sent to TCEQ PM informing of QAPP meeting in Killeen and PPP status.  Feb. 11, 2013, TIAER met with the City of Killeen regarding coordination of the QAPP and PPP (minutes Attachment 1)
1.4	Annual Report Article FY13 Annual Report Article FY14 Annual Report Article FY15	Upon Request Upon Request Upon Request	
1.5	Project Coordination Meeting with EPA	Sep 30, 2014	

**Texas Institute for Applied Environmental Research: Assessment of Water Quality and Watershed Based Planning for Nolan Creek/South Nolan Creek (58-13-30061)**  
**Progress Report:** FY 2013 Quarter 2 covering December 1, 2012 – February 28, 2013 (submitted March 15, 2013)

<b>TASK</b>	<b>DELIVERABLE</b>	<b>DUE DATE</b>	<b>DATE SUBMITTED</b>
2.1	QAPP Planning Meeting with City of Killeen	Oct. 18, 2012	Feb. 11, 2013 TIAER met with CoK in Killeen to discuss the QAPP and Monitoring plan drafts. Meeting minutes provided as Attachment 1
2.2	Draft QAPP	Nov. 16, 2013	Feb. 22, 2013 - A draft Monitoring QAPP was sent to the TCEQ Project Manager for review.
2.3	Draft QAPP for Modeling	Nov. 16, 2013	Feb. 22, 2013 – A draft Modeling QAPP was sent to the TCEQ Project Manager for review.
2.4	QAPP Updates FY13 FY14	No less that 60 days prior to end of effective period	
2.5	QAPP Amendments Draft  QAPP Amendments Final	As needed  As needed	
2.6	Data Submittals	Mar. 15, 2013 Sep. 15, 2013 Mar. 15, 2014 Sep. 15, 2014 Mar. 15, 2015 Aug. 15, 2015	Initiation of monitoring delayed until QAPP and Monitoring Plan approved. No data yet to submit.
3.1	Draft PPP  Final PPP	Dec. 15, 2012  Mar. 15, 2013	Feb. 25, 2013 – Submitted to TCEQ PM Mar. 4, 2013 – PPP approved by TCEQ PM.  Mar. 5, 2013 – Distributed final PPP in PDF form to project partners and TCEQ PM
3.2 – 3.5	Stakeholder Group Development, Activities, Meetings and Project Dissemination	Quarterly	City of Killeen provided TIAER PM a draft stakeholder list.
3.6	Draft Building Partnerships – Element E, Part A Report  Final Building Partner ships – Element E, Part A Report	Mar. 15 & Sep. 15, 2013 & 2014  Aug. 15, 2015	PPP provides initial Building Partnerships Report, which will be updated as outreach activities progress
4.1-4.2	Inventory of existing data and GIS representation for watershed in shapefile or ArcGIS grid format	Nov. 15, 2013	

**Texas Institute for Applied Environmental Research: Assessment of Water Quality and Watershed Based Planning for Nolan Creek/South Nolan Creek (58-13-30061)**  
**Progress Report:** FY 2013 Quarter 2 covering December 1, 2012 – February 28, 2013 (submitted March 15, 2013)

TASK	DELIVERABLE	DUE DATE	DATE SUBMITTED
4.3	Draft Watershed Characterization Report	Dec. 15, 2013	
	Final Watershed Characterization Report	March 15, 2014	
5.2	Draft Water Quality Monitoring Plan	Nov. 16, 2012	Reconnaissance and planning meeting held between TIAER and CoK January 18, 2013 (minutes Attachment 2)
	Final Water Quality Monitoring Plan	Dec. 15, 2012	Submitted to TCEQ PM for review February 22, 2013 and approved March 8, 2013.
5.3	Source Survey Technical Report	Dec. 15, 2014	
5.5	Draft Watershed Characterization – Phase 2 Report	Apr. 15, 2015	
	Final Watershed Characterization – Phase 2 Report	Jun. 15, 2015	
6.2	Watershed maps that identify potential cause and sources of water quality problems	Jun. 15, 2015	
6.5	Draft Watershed Characterization Phase 3 Report with Loadings	June 15, 2015	
	Final Watershed Characterization Phase 3 Report with Loadings	Jul. 15, 2015	
7.1	Define Education Goals	Mar. 15, 2013	Strategies for reaching targeted audience outlined in PPP
7.2	Identify Target Audience	Mar. 15, 2013	Target audience identified in PPP
7.3	Design Implementation Measures	Mar. 15, 2013	
7.4	Evaluate Education and Outreach Program		
	FY13	Sep. 15, 2013	
	FY14	Sep. 15, 2014	
	FY15	Sept. 15, 2015	
7.5	Draft Information & Education Plan Report	Jun. 15, 2015	
	Final Information & Education Plan Report	Jul. 15, 2015	
8.1- 8.2	Draft Project Report	Jul. 15, 2015	
	Final Project Report	Aug. 15, 2015	

**Texas Institute for Applied Environmental Research: Assessment of Water Quality and Watershed Based Planning for Nolan Creek/South Nolan Creek (58-13-30061)**

**Progress Report:** FY 2013 Quarter 2 covering December 1, 2012 – February 28, 2013 (submitted March 15, 2013)

**GENERAL COMMENTS**

<b>TASK</b>	<b>COMMENTS/ACTIVITIES</b>
<b>1. Project Administration</b>	Project administrative duties occurred as needed including frequent email communication, development of quarterly progress reports and reimbursement requests. The subcontractor agreement with the City of Killeen was fully executed on January 17, 2013. PEL has been updated and provided in Attachment 3.
<b>2. Quality Assurance</b>	Drafts of the two project QAPPs were submitted to TCEQ on Feb. 22, 2013 for review. TCEQ PM Anju Chalise passed the Monitoring and Modeling QAPP's on to Kyle and Cathy on Feb. 25, 2013. Combined comments will be sent back to TIAER in 30 days (March 27, 2013).
<b>3. Building Partnerships</b>	On Feb. 25, 2013, TIAER submitted the draft PPP to the TCEQ PM, Anju Chalise. On March 5, 2013 comments from TCEQ PM, Anju Chalise, were addressed and the final PPP was distributed to project partners in PDF form. A draft stakeholder list was provided by The City of Killeen. TIAER is working to draft letters to these stakeholders introducing the project and requesting representative names for continued communication through the grant period (Aug. 31, 2015). Draft letters expected to be submitted to TCEQ PM by April 1, 2013.
<b>4. Watershed Characterization – Data Inventory</b>	No activity to report – awaiting approval of QAPPs
<b>5. Watershed Characterization – Data Collection and Analysis</b>	No activity to report. Draft Monitoring Plan was submitted to TCEQ PM, Anju Chalise, on Feb. 22, 2013. Anju gave her approval of the Monitoring Plan on March 8, 2013 but requested we wait until both QAPP's were approved before initiating sampling.
<b>6. Identification of Causes and Sources of Pollution and Estimation of Pollutant Loads</b>	No activity to report
<b>7. Information and Education Component</b>	Educational goals and target audience defined in PPP. TIAER is working with CoK to design implementation measures to measure effectiveness of outreach in changing behavior.
<b>8. Project Report</b>	No activity to report

Attachment #1

## City of Killeen – QAPP Meeting

---

**Date:** Monday, February 11, 2013  
**Title:** QAPP Meeting for City of Killeen  
**Location:** City of Killeen Office  
**Time:** 1:00 p.m.  
**Attendees:** Nikki Jackson, Kristina Ramirez, Joan Rivera  
**Notes:**

- 1) The PPP needs to be done prior to the first stakeholder meeting.
  - Kristina is to ask Joan where she stands on development.
- 2) Kristina will provide comments on Monitoring Plan.
  - Monitoring QAPP to follow.
- 3) Who will take the lead on the QAPP for Modeling?
  - Kristina needs this done prior to the 1<sup>st</sup> Administration meeting.
- 4) Do we want to include Temple since they are immediately downstream from Belton?
  - Belton is in a different urbanized area, but in the watershed.
- 5) We want to have our own website; the City will link to it from their site.
  - Funding for the domain?
  - Can we find the money?
  - Can Kristina get the City of Killeen to purchase a separate domain?
- 6) Jenna at BRA needs to be contacted. We need to have her notified before putting any samplers in the river.

**Kristina is going to send sample letters from the Lampasas watershed project to send to Administrator Stakeholders.**

**Attachment #2**

Nolan Creek Scouting Trip  
Date: 18 January 2013

Met at Killeen City Works Office about 9:30 am

Personnel Present:

City of Killeen –

Israel Garza

Joan Rivera

Ramon Alvarez

TIAER –

Anne McFarland

Abel Martinez

Tim Jones

Jacobs

Joan Flowers

Morning – Discussed potential monitoring sites for routine grabs and storm samples based on recommendations provided by Kristina Ramirez. Further considerations were based on previous monitoring and locations of WWTF discharges.

Afternoon – The following individuals were involved with site reconnaissance during which site visits were made to potential sampling locations:

City of Killeen – Israel Garza

Jacobs – Joan Flowers

TIAER – Anne McFarland, Abel Martinez and Tim Jones

Reconnaissance notes discuss each location visited and the potential of that location for routine grab and/or storm sampling. Most locations had existing TCEQ station numbers. Those locations without a TCEQ station identification were noted by tributary or location. If monitoring locations do not have TCEQ identification, these stations will need to have SLOCs requested by TIAER of TCEQ.

Considerations for all locations were accessibility & safety. For storm sampling sites, additional considerations included the availability of phone lines, accessibility during high flow conditions, and the ability to develop a rating curve.

Based on the morning discussion and the site reconnaissance, a potential monitoring plan will be developed for consideration and internally distributed for review. The monitoring plan, once internally reviewed, will be put forward to TCEQ for approval.

**Attachment #3**

**PERSONNEL ELIGIBILITY LIST**

Provide a list of personnel (employees of the contractor) who will be designated to work on, and are eligible to charge to, the contract. This form can be recreated using your own software, but these fields are required at a minimum. Please add any special notes to ensure PEL information can be reconciled against payroll and personnel records (e.g. salaries estimated based on X, or salaries include projected pay increases). Cost estimates for fringe benefits may be added to this report in separate columns, if desired, and the benefits need to be identified.

The PEL is a contract management tool, which should be updated and submitted annually with the 1<sup>st</sup> quarter voucher. It is not necessary to resubmit the PEL for each salary change. ALL Employee changes require a new Personnel Eligibility List (PEL) to be submitted with the applicable quarter=s voucher.

**Contractor: Texas Institute for Applied Environmental Research Date: 18 September 2012**  
**Updated: 14 March 2013 for new personnel, Angie Knaupp and Joshua Tyer, and removal of Matt Brown**

Updated: 14 November 2012 for new personnel at TIAER who will be assisting with project tasks (Leah Brown, Sarah Robinson, Stephanie Painter and Kimberly Hogan).

Staff Name or Vacant	Position or Title	Date Added to PEL	Date Removed from PEL	% Time to Contract	Total Annual Salary <sup>1</sup>	Cost Each Fiscal Year <sup>2</sup>
<b>Salaried Employees</b>						
Adams, T.	Research Associate	18Sep2012		11%	\$49,275	\$5,510
Blankenship, D.	Research Assistant	18Sep2012		8%	\$28,933	\$2,306
Brown, L.	Research Associate	14Nov2012			\$39,780	
Clary, C.	Research Associate	18Sep2012		2%	\$40,383	\$857
Hunt, V.	Technician	18Sep2012		<1%	\$27,984	\$281
Hunter, J.	Sr. Research Assistant	18Sep2012		2%	\$43,162	\$916
Jackson, N.	Sr. Project & Policy Dir.	18Sep2012		15%	\$62,296	\$9,123
Martinez, A.	Research Associate	18Sep2012		8%	\$41,288	\$3,256
McFarland, A.	Research Scientist	18Sep2012		10%	\$84,406	\$8,670
Millican, J.	Senior Research Associate	18Sep2012		9%	\$49,400	\$4,392
Murphy, M.	Lab Manager	18Sep2012		<1%	\$78,894	\$175
Painter, S.	Senior Research Associate	14Nov2012			\$45,000	
Pendergrass, D.	Senior Research Associate	18Sep2012		5%	\$48,318	\$2,319
Robinson, S.	Asst. Res. Scientist	14Nov2012			\$51,000	
Rogers, J.	Senior Analyst/Programmer	18Sep2012		4%	\$62,421	\$2,339
Stroebel, J.	Research Associate	18Sep2012		14%	\$56,181	\$7,975

**Texas Institute for Applied Environmental Research: Assessment of Water Quality and Watershed Based Planning for Nolan Creek/South Nolan Creek (58-13-30061)**  
**Progress Report: FY 2013 Quarter 2 covering December 1, 2012 – February 28, 2013 (submitted March 15, 2013)**

Staff Name or Vacant	Position or Title	Date Added to PEL	Date Removed from PEL	% Time to Contract	Total Annual Salary <sup>1</sup>	Cost Each Fiscal Year <sup>2</sup>
<b>Wages – Hourly Employees</b>						
Brown, M.	Graduate Assistant	18Sep2012	14Mar2013	6%	\$11.53/hr	\$1,440
Easterling, N.	Research Associate	18Sep2012		2%	\$28.85/hr	\$1,362
Hogan, K.	Student Worker	14Nov2012			\$7.25/hr	
Jones, T	Sr. Research Associate	18Sep2012		1%	\$29.96/hr	\$623
Jackson, J.	Student Worker	18Sep2012		2%	\$10.00/hr	\$416
Goffinet, C.	Student Worker	18Sep2012		2%	\$10.00/hr	\$416
Knaupp, A.	Student Worker	14Mar2013		2%	\$10.00/hr	\$416
Tyer, J.	Res. Assistant	14Mar2013			\$14.15/hr	
<b>Total Annual Cost (Personnel - Salaries)</b>						\$52,792

<sup>1</sup> Annual salary is for fiscal year 2012. A salary increase of 3 % assumed each new fiscal year for the project's duration.

<sup>2</sup> Average annual personnel cost for project duration. Actual costs will vary by year and task activities conducted.