

Meeting Notes
Gilleland Creek Implementation Plan Revision
Stakeholder Meeting

Thursday, June 15, 2017, 9:30 a.m. – noon

*Travis County TNR East Service Center -- Community Hall**
6011 Blue Bluff Rd., Austin 78724

Meeting goal: *Develop outline of Revised I-Plan, and a clear path for developing its content*

- 1. Welcome, introductions, agenda review and updates**
- 2. Discuss approaches relating to specificity of management measures and control actions in the revised I-Plan.**
- 3. Determine I-Plan outline, persons responsible for drafting tasks, method for coordination, and schedule for completion**

Items 2 and 3 on the agenda were discussed together.

Content:

Chris Herrington reported that the City of Austin would like to include a full description of their management measures, in a manner similar to what was done in the Improving Austin Streams I-Plan. Participants discussed the need for the I-Plan draft to be specific about who does what so entities are not held responsible for another's promises; i.e. be specific about who are responsible parties for which actions. Louanne Jones noted that TCEQ views decisions about the specificity and format of the I-Plan revision to rest with the participants.

Participants agreed by consensus that the I-Plan revision should be structured as follows for management measures and control actions:

- Entities with Phase 2 MS4 permits will generally reference back to MS4 permits for control actions.
- City of Austin will be specific on management measures.
- Any entity may add management measures that they want to implement.
- WWTP control actions will carry over to the revision.

Participants agreed by consensus to the following in order to make the I-Plan information more easily accessible to the public:

- The annual reporting process on the I-Plan will be used as a mechanism to enhance the accessibility of information to the public. This idea should be mentioned in the write-up for the Control Action sections.
- Links to the SWMP for each entity will be provided on the Gilleland Creek I-Plan page.

Participants agreed that the following items from the original I-Plan are not needed in the revision: support letters, implementation forms (not needed), load reductions, and WQ ordinance framework (already done).

Timeline and process for revision:

- Management Measures (MM) and Control Actions (CA)
 - June 30: MM & CA templates will be developed by Chris and Alysha and distributed to the group.
 - Participants will draft their own MM & CA and circulate to the group for comments. The Phase 2 entities likely will have a single draft CA document that they'll coordinate together before sending to the larger group.
- Data appendix: Chris will draft by mid-July.
- General development, distribution and review of drafts of I-Plan content
 - July 10: Authors of various elements of the I-Plan drafts will distribute their text for review.
 - July 17: Reviewers will send comments back directly to the authors.
 - July 21: Authors will make edits based on comments, and send their final drafts to Suzanne for compilation into a draft revised I-Plan.
 - July 31: Suzanne sends compiled document out for review and comment.
 - August 15: Reviewers send comments to Suzanne for incorporation of a final draft revised I-Plan.
 - August 30: Suzanne sends final draft to decision-making entities (and those who have participated in meetings / the broad email distribution list?) for review.
- Final approval may be made by email consensus or at a meeting by decision-making entities.
 - Suzanne to send Doodle poll for first two weeks in September if case a meeting is needed.

A table is included in these notes that indicates who is responsible for various content in the plan, and some additional detail about concepts to be included under that content.

4. Wrap-up and review of next steps

Next steps are outlined above in the process to develop draft I-Plan revisions.

5. Adjourn

	CONTENTS	STRATEGY	STATUS
1	Executive Summary*	Frank to draft after initial draft is complete	
2	Introduction* <i>Tell the story of what the revised plan is and how it came together. Note that this is adaptive management.*</i>	Suzanne to draft	
3	TMDL Summary and Update* <i>Include map and enough information to orient readers.</i>	Chris to draft	
4	Implementation Progress <i>General report about what has been undertaken and accomplished as a watershed during the past five years. Refer to the original plan. Lessons learned - what worked, what didn't. Include text about how current practices help maintain WQ despite development and population growth.</i>	Each entity submit to Suzanne what they've done and their lessons learned. Suzanne to compile a draft	
5	Implementation Strategy Summary <i>A short summary of the strategies for next 5 years</i>	Determine approach later	
6	Management Measures & Control Actions <i>Include I-Plan matrices as appropriate for MM & CA. Include a discussion in MS4 Phase 2 control action discussion about how the annual reporting process will be a mechanism for providing more information to the public.</i>	Chris & Alysha: Coordinate template for MM & CA, circulate to others to complete. Each entity draft their own MM. The Phase 2 CA likely will be coordinated as one response before broader circulation.	
7	Implementation Tracking <i>Sustainability & milestones. Will track language in Improving Austin Streams</i>	Chris to draft	
8	Water Quality Indicators <i>Monitoring. Include desire to plan for improving data moving forward</i>	Chris to draft	
9	Communications Strategy	Louanne to draft	
10	References <i>Update current references</i>	All send references to Suzanne to compile	
11	Summary of data used	Chris to draft by mid-July	

* Add a discussion to 1, 2 or 3 that although the TMDL goal is the standard minus 5%, the I-Plan goal is to meet the standard.

TIMELINE

The following timeline applies unless otherwise indicated in the strategy section.

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