

PROGRESS REPORT

To: James Golab, Work Order Project Manager, Texas Water Development Board

From: Van Kelley, Work Order Project Manager, INTERA

Date: January 11, 2020

Re: TWDB Contract Number 2000012442 – Brackish Groundwater Commingling Work Order

Budget and Expenses

This report summarizes project activities and costs for the billing period of November and December 2020. The total billed expenses through December are \$6,700. A budget breakdown by task is provided in Table 1 below. A copy of the progress report will be included in our monthly invoice being sent to the TWDB contracts department. The Work Order Notice of Proceed was signed on November 5th, 2020.

TASK	DESCRIPTION	Budget	Invoices			Remaining Budget
			Current	Previous	Total	
1	Project Management	\$ 9,880.00	\$ 3,750.00	\$ -	\$ 3,750.00	\$ 6,130.00
2	Stakeholder Communication	\$ 11,465.00	\$ 450.00	\$ -	\$ 450.00	\$ 11,015.00
3	Review Statute Terminology Relevant to Commingling of Groundwater	\$ 9,675.00	\$ 2,500.00	\$ -	\$ 2,500.00	\$ 7,175.00
4	Statewide Survey of Commingling	\$ 29,420.00	\$ -	\$ -	\$ -	\$ 29,420.00
5	Assessment of Commingling in Select Aquifers/Regions	\$ 36,950.00	\$ -	\$ -	\$ -	\$ 36,950.00
6	Review of Findings	\$ 4,500.00	\$ -	\$ -	\$ -	\$ 4,500.00
7	Recommendations and Need for Further Study	\$ 10,700.00	\$ -	\$ -	\$ -	\$ 10,700.00
8	Reporting	\$ 25,110.00	\$ -	\$ -	\$ -	\$ 25,110.00
Total		\$ 137,700.00	\$ 6,700.00	\$ -	\$ 6,700.00	\$ 131,000.00

Table 1. Project Budget Versus Expenses

Work Completed

This report summarizes activities on project tasks for November and December of 2020 and is the first contract progress report. Only Tasks 1 through 3 were active in the reporting period and had time billed to them. Progress on those tasks will be summarized below.

Task 1 Project Management

INTERA Project Management in November and December of 2020 focused on setting up the Commingling Work Order in INTERA's Project Controls System and preparing for and attending the Kickoff Meeting. The Kickoff Meeting was held via Microsoft Teams on November 30th, 2020 from 3:30 to 5:00 PM. The presentation used to guide the meeting and meeting notes and actions identified were documented by the Project Manager and distributed to TWDB and INTERA personnel on December 10th, 2020.

The Project Manager also set up a Microsoft OneDrive folder for the project that will be used to share files between TWDB and INTERA. Details regarding access to the folder were circulated to TWDB and INTERA personnel. A video recording of the Kickoff Meeting was placed on the OneDrive folder.

Task 2 Stakeholder Communication

Work on Task 2 commenced with a compilation of potential stakeholders to be contacted about project progress and upcoming Stakeholder Meetings. A second focus was on reaching out to select organizations to ask if they could support outreach efforts via email newsletters. INTERA had discussions with Leah Martinsson from TAGD and Stacey Steinbach of TWCA. Both were supportive of getting the word out for stakeholder meetings and both were aware of the study and interested in it. Leah Martinsson invited Van Kelley (Project Manager) to participate in a panel discussion on the ongoing TWDB BRACs studies in the upcoming TAGD Business Meeting to be held on January 26th. The Project Manager checked with TWDB and the participation in the panel was approved.

Task 3 Review Statute Terminology Relevant to Commingling of Groundwater

Activity on statute review started in December and started with a review of the material from the Texas Water Well Drillers Advisory Council Summit to document what statutes or Texas Administrative Code (TAC) were proposed to be relevant to the commingling issue. INTERA also reviewed the stakeholder proposed statutes plus other statutes of TAC that seemed relevant. The review of this material is ongoing.

Problems Encountered to Date

To date no problems or issues have been encountered affecting execution of the scope of work.